**PROTECTION AND PERMANENCY INFORMATION MEMORANDUM, 12-07**

**TO:** Service Region Administrators

 Service Region Administrator Associates

 Service Region Clinical Associates

 Regional Program Specialists

 Family Services Office Supervisors

**FROM:** Michael Cheek, Director

 Division of Protection and Permanency

**DATE:**  April 12, 2012

**SUBJECT:** Adoption Records

Please review the following SOP for clarification regarding finalized adoption file archiving instructions:

* [SOP 13.10 Preparing the Presentation Packet](https://manuals.sp.chfs.ky.gov/chapter13/26/Pages/1310PreparingthePresentationSummaryPacket.aspx)
* [SOP 13.10.1 Updating the Presentation Packet](https://manuals.sp.chfs.ky.gov/chapter13/26/Pages/13101UpdatingthePresentationSummary.aspx)
* [SOP 13.29 Sealing Closed Adoption Records](https://manuals.sp.chfs.ky.gov/chapter13/28/Pages/1329SealingClosedAdoptionRecords.aspx)

This clarification includes changes to submitting the presentation summary to the central office Records Section, sealing closed adoption records and the new [DPP-189 Biological Parents Identifying Information](https://manuals.sp.chfs.ky.gov/Resources/sopFormsLibrary/DPP-189%20Biological%20Parents%20Identifying%20Information.docx) form.

If you have any questions regarding this memorandum, please contact diane.underwood@ky.gov or larry.weese@ky.gov.