

89182 Content of Case Record

(a)

Each adoption agency shall maintain a case record for each family unit or individual served in its program.

(b)

Each case record shall include: (1) A face sheet or application form. (2) A typewritten record of the study. (3) Medical and other reports. (4)

Correspondence. (5) Applicable legal documents. (6) Verifications. (7) Evaluation of findings (8) Decisions reached. (9) Actions taken. (10) Court Reports.

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Court Reports.

(c)

All information in case records shall be confidential. Adoption records shall be available only to authorized adoption agency personnel; and to the licensing agency as specified in Section 89182(d).

(d)

All case records shall be available to the licensing agency to inspect, audit, and copy upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the following requirements: (1) Prior to removing any case records, a licensing representative shall prepare a list of the case records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the executive director or designee. (2) Licensing representatives shall return the case records undamaged and in good order within three business days following the date the case records were removed.

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