

S U F F O L K A D O P T I O N A G E N C Y
Child's adoption case record filing index

Preface	<p>* Compass Front Sheet</p> <p>* Filing Index</p>	
Section 1	<p>Birth Certificates (Always stored in a Plastic Pocket)</p> <p>Summary or respective pediatric record</p>	
Section 2	Order	
	1.	Medical Form A for birth parents
	2.	BAAF Developmental Assessment forms or equivalent
	3.	Record with social work with child about there adoption
	4.	Details of siblings and any other decisions to place siblings separately
	5.	BAAF Form E
	6.	Case review records since the identification of adoption
	7.	Adoption Panel Minutes and recommendations <i>(with latest Document on the top)</i>
	8.	BAAF Forms H1 and H2 – Inter agency agreement
	9.	Placement agreement with adopters
	10.	Photographs, certificate and personal mementos
	11.	Schedule 2 Report
	12.	Record of the Decisions and notifications issued by the Adoption Agency <i>(with latest Document on the top)</i>
	13.	Copy of the adoption order
	14.	Consent information – A - Parental consent to placement for the Adoption - Sec 19 B – Advance consent to the Adoption – any consent under section 20 C- Notice withdrawing consent – under sec 19 or 20 or notice under sec 20(4)(a) or (b) <i>(with latest Document on the top)</i>
	15.	Any other documents that the agency considers should be included – - Records of matching meetings <i>(with latest Document on the top)</i>
	16.	Notices issued under sec 20(4)(a)or(b) <i>(with latest Document on the top)</i>

NOTE: **Dividers between each Section to be made up using Yellow Paper or Card**