

**NOTIFICATION LETTER FROM THE DEPARTMENT OF PUBLIC WELFARE
TO THE COURTS REQUIRED BY ACT 101 OF 2010
23 Pa. C.S. §2915 (c) (4)**

Date:

To: [Court]

This letter is to advise you that the court receiving this notification was identified by the agency below as one of the following:

- the court that finalized an adoption;
- the court where a petition to terminate parental rights was filed; or
- the court where a petition to adopt was filed.

Section 2915 (relating to court and agency records) requires the Department of Public Welfare (DPW) to notify each court identified by the agency that is ceasing their operation of the name, address and telephone number of the agency to which the case records have been transferred. Section 2915 further requires that all court and agency records shall be maintained as permanent records.

Effective April 25, 2011, Act 101 changes the record retention requirement in DPW regulation (55 Pa. Code § 3350.14 (e)) that previously allowed records to be destroyed 50 years from the date of placement. This means that adoption records must now be maintained indefinitely in their entirety.

Please note that _____ [Name of agency ceasing operation] has ceased its operation as a licensed adoption agency in the Commonwealth of Pennsylvania effective on this date _____ [Date] and their adoption case records were transferred to _____ [Name of agency receiving the case records].

The case records are now available at the following agency:

Agency Name:

Agency Address:

Agency Telephone Number:

Sincerely,

[Signature]

[Name]

[Title]