

FOI 3562

2<sup>nd</sup> February 2026**FREEDOM OF INFORMATION ACT 2000 – INFORMATION REQUEST**

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**Please confirm whether the Trust holds any recorded information or current system that logs or tracks access for manually held and/or historical adoption records, such as written file movement, access and disclosure logs. Please provide any documented procedures or policies regarding recording access to these records**

**Response:**

The Trust confirms that we record information on a system that relates to adoptees/birth relatives seeking historical adoption records. This logs the nature of the request and whether a request has been made to our closed records department. We do not record file movement, the majority of files accessed come from our closed records department held within the Trust.

Our system logs when the file has been received from closed records and when it is returned to closed records. We log the information capturing details of referrer, noting action plan, who case is allocated to, timescales from enquiry to allocation and dates of when records are received and returned to closed records.

Please see attachment regarding policies used.

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