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Records Request Concerning Procedures of the Adoption Records Search Program

Gregory Luce <greg@adopteerightslaw.com>

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To: DCFRecordsRequest@wisconsin.gov

Dear DCF Records Request Official:

I am an attorney in Minnesota. I request the following records and/or data that exist in the Department;

1. Internal manuals, documents, or records that outline the scope, manner, and process (also described as the "functions and activities of department or agency staff;" see Wisc. Admin. Code DCF 53.01(2)(c)) involved in searching for a birth parent under the Adoption Information Search and Disclosure program, specifically but not exclusively any documents or records that provide guidance to a searcher during the search process required by Wisconsin law and outlined in Wis. Admin. Code DCF 53.05 (Adoption Searches)
2. A list of public or private databases available to a searcher under the Adoption Records Search Program.
3. Copies of sample, non-specific letters used by DCF to contact identified birth parents, as indicated in Wis. Admin. Code DCF 53.05(d)(2)(note).

Sincerely,

Gregory Luce

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