

Adoption Survey Response

Section 1: About your organisation

Name of your organisation *

Derby City Council

Organisation's website (please enter the full address including https:// at the beginning) *

Derby City Council homepage

Contact details for the main person completing this survey.

Name

Email address

vicky.pealing@derby.gov.uk

Type of organisation (please select one)

*

- ☐ Adoption agency (England)
- ☐ Adoption service (Wales)
- ☒ Local authority
- ☐ Voluntary adoption agency
- ☐ Other (please specify):.....

Section 2: About your records (Organisation 1)

In this section, please describe what case files, adoption registers and other records for adopted people you hold.

You may hold records for several organisations. If this is the case, please complete this section for each organisation. You can copy and paste this section if needed.

You may also find it useful to check what the entry for the relevant organisation(s) on Adoption Search Reunion states about the records held.

Name of the organisation that created the records (e.g. the Council name, adoption society/agency name)

Derby City Council

Is the organisation still in operation?

☒ Yes

☐ No

Comments:

Derby City council have a Document Retention Schedule and documents are retained and reviewed in line with this.

What geographic areas did or does this organisation cover and serve?

For England, we have based the regions on the 'Nomenclature of Territorial Units for Statistics'.

Please select all that apply.

- ☐ England - East
- ☒ England - East Midlands
- ☐ England - North East
- ☐ England - North West
- ☐ England - South East
- ☐ England - South West
- ☐ England - London
- ☐ England - West Midlands
- ☐ England - Yorkshire and Humber
- ☐ Wales

Comments:

Are you able to provide any administrative history about this organisation? For example any name changes or the date it was registered, formed or closed.

Derby City Council

Became a Unitary Council 1 April 1997

Thus separating from Derbyshire County Council

availability of Records:

(a)(b) Derbyshire County Council and Derby City Council 1926 or earlier, (d) Derby Diocesan Council for South West Adoption Committee.

Location of Records:

Records for 1948 and 1974 – 1 April 1997 held by Derbyshire. 1950 -74 and post 1 April 1997 held by Derby City.

Adoption East Midlands (AEM) Regional Adoption Agency formed 2020 Post Adoption Support now sits with AEM.

Do you hold any adoption case files for this organisation?

*

☒ Yes

☐ No

Please give a brief description of the case files you hold or outline any records that have not survived. Please include any post adoption case files you may have.

As above, all records are retained in line with DCC policies.

What dates do the case files cover for this organisation?

Do not answer this question if you do not hold any case files.

Start date
(YYYY)

See above

End date
(YYYY)

Any
significant
gaps in the
dates/record
series

What format are the case files? (please select all that apply)

Do not answer this question if you do not hold any case files.

- ☒ Paper/analogue
- ☒ Microfilm/microfiche
- ☒ Digitised from paper/analogue
- ☒ Created in digital format e.g. case management system
- ☐ Other (please specify):

Please describe any indexes or catalogues that exist for the case files e.g. indexes of names, indexes of case file numbers, code cards.

In other words, how do you know what you hold?

Do not answer this question if you do not hold any registers.

In line with our document retention policy

Do you hold any adoption registers for this organisation?

*

- ☒ Yes
- ☐ No

Please give a brief description of the adoption registers you hold or outline any records that have not survived

National registers are also available
Contact register held now with the regional adoption agency
Vito register held now with the regional adoption agency

What dates do the adoption registers cover for this organisation?

Do not answer this question if you do not hold any registers.

Start date
(YYYY)

Information not held

End date
(YYYY)

Any
significant
gaps in the
dates/record
series

What format are the adoption registers? (please select all that apply)

Do not answer this question if you do not hold any registers.

- ☒ Paper/analogue
- ☐ Microfilm/microfiche
- ☐ Digitised from paper/analogue
- ☐ Created in digital format e.g. case management system
- ☐ Other (please specify):

Please describe any indexes or catalogues that exist for the adoption registers e.g. indexes of names, indexes of case file numbers, code cards.

In other words, how do you know what you hold?

Do not answer this question if you do not hold any registers.

Information not held

Do you hold any other records of adopted people for this organisation?

Please note we have a section about records of mother and baby or maternity

homes records later, so please do not include them here.

*

☐ Yes

☒ No

Please give a brief description of the records or outline any records that have not survived

What dates do these other records cover for this organisation?

Do not answer this question if you do not hold any other records.

Start date
(YYYY)

End date
(YYYY)

Any
significant
gaps in the
dates/record
series

What format are the records? (please select all that apply)

Do not answer this question if you do not hold any other records.

- ☐ Paper/analogue
- ☐ Microfilm/microfiche
- ☐ Digitised from paper/analogue
- ☐ Created in digital format e.g. case management system
- ☐ Other (please specify):

Please describe any indexes or catalogues that exist for these records e.g. indexes of names, indexes of case file numbers, code cards.

In other words, how do you know what you hold?

Do not answer this question if you do not hold any registers.

Do you want to add records for another organisation? *

- ☐ Yes
- ☐ No

Section 3: Mother and baby homes records

Do you hold any records of mother and baby or maternity homes in England or Wales?

We are interested in all types of records you might hold, not just those that mention names of children/mothers. *

☐ Yes

☒ No

Section 3 continued: Mother and baby homes (1)

Please enter the details of the records for one of the mother and baby or maternity homes you hold below.

You may hold records for homes. If this is the case, please complete this section for each home. You can copy and paste this section if needed.

Name of home *

We are not aware that Derby City Council owned/ran any Mother and Baby homes.

Name of organisation(s) that ran or used the home. If known put a date span in brackets for when it run or used the home after the organisation's name e.g. Grantchester City Council (1930-1971).

Organisation 1

Organisation 2

Organisation 3

Organisation 4

Organisation 5

Are you able to provide any administrative history about this home? For example any name changes or the date it was formed or closed.

What city, town or area was or is the home located in?

Date coverage of the records *

*

End date
(YYYY)

*

Any
significant
gaps in the
dates/record
series *

Summary description of the records

For example:

"Minutes, 1875-1972; admission registers, 1889-1972; annual reports, 1875-1931; photographs 1960s-1970s" *

Section 4: Management of the records

Approximately what is the total size of the records you described in this survey (if known)?

Papers/analogu
e – number of
boxes

Information not held

Digital – number
of GB

Information not held

When did the creation of digital case records approximately start in your organisation?

Information not held

What case management software do you currently use for adoption records?

- ☐ CareDirector (CareWorks)
- ☐ CareFirst (OLM)
- ☐ Clearcare (Clearcare Solutions)
- ☐ Eclipse (OLM)
- ☐ Children's Social Care System (Liquidlogic)
- ☐ Mosaic (Access)
- ☐ None
- ☐ Other (please specify):.....

Section 31(3) Law Enforcement Exemption

We can neither confirm nor deny we hold this information - please see the IT security/cyber security guidance published on our website at <https://derby.gov.uk/cyber-foi/> for more information about non-disclosure reasons.

Do you have a website page that provides information on how to access the records? *

- ☒ Yes
- ☐ No

If so, please provide the website link (please enter the full address including https:// at the beginning)

Freedom of Information and Environmental Information Regulations - Derby City Council

Do you have an email address for enquiries about access to these records? *

- ☐ Yes
☒ No

If so, please provide the email address

foi@derby.gov.uk

Q6.1 We plan to create guidance on the preservation of these records. The guidance will form the basis of a 'best practice' model for managing the records of adoption and care experienced people.

Is there anything you think the guidance should cover (please select all that apply)?

- ☒ Access to records
- ☒ Digitisation
- ☒ Preserving digital data/records in the long-term
- ☒ Redaction
- ☒ Retention periods
- ☒ Storage of paper records

☐ Other (please specify):

Would you be willing to undertake a short follow-up interview on the telephone/Microsoft Teams (30 minutes) with us focusing on how you manage the records and what the guidance could cover?

If so, we will use the contact email you provided in Section 1 to contact you. *

☐ Yes

☒ No

Have you got any other comments/feedback

Have you contacted the Regional Adoption Agency Adoption East Midlands