

## Looking for your own records?

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If you wish to access your case files you should apply in writing, providing proof of your identity, and giving as much detail as possible about services you have had contact with (including dates, places, names of staff members) to enable us to efficiently locate any surviving records. Alternatively, you can complete a Subject Access Request form, which can be obtained from the same team. Even if you complete a form proof of identity and details of service contact will still be required.

Data Protection & Freedom of Information Team  
Children, Young People & Families Directorate  
Birmingham City Council  
Martineau Centre  
Balden Road  
Birmingham B32 2EH

Tel: 0121 464 4591

Unfortunately, as is the case in many other local authorities, many historical case files (relating to periods of time prior to the 1980s) were not kept and it is likely that many searches will not be fruitful. There are some registers of children in care held at Birmingham Archives and Heritage (also accessed through the above team, not Archives and Heritage) but, again, these do not form a comprehensive record.

Further information about accessing information about your own time is available from the Care Leavers Association <http://www.careleavers.com/accesstorecords>

Birmingham Children's Homes Project  
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