**Records Request Form Template**

This template may be used by a Child Fatality Review Team (CFRT) to facilitate the gathering of information required to conduct a fatality review.

|  |  |
| --- | --- |
| Name of CFRT |  |
| C/O Name |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email address |  |

**RECORDS REQUEST**

|  |  |
| --- | --- |
| Date |  |
| Recipient Name |  |
| Recipient Title |  |
| Recipient Organization |  |
| Recipient Street Address |  |
| Recipient city, state, ZIP |  |

Dear Colleague:

Child Fatality Review Teams (CFRTs) are multi-disciplinary, multi-agency working groups that review child deaths on a local level from a public health perspective. In 1995, Texas enacted legislation establishing the State Child Fatality Review Team Committee (SCFRT) and authorizing counties to form local and regional CFRTs. By reviewing circumstances surrounding child deaths, teams identify prevention strategies that will decrease preventable child death incidences.

We are currently scheduled to review the following case:

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Date of Death |  |
| Resident Address |  |
| Resident city, state, ZIP |  |
| Mother’s Name |  |

We request that you provide us a copy of the following records you might have pertaining to the child:

History and physical

Discharge summary

Investigative report

Emergency Department record

Emergency Medical Services (EMS) Run sheet

You may legally furnish such records to us, in response to this request, pursuant to [Texas Family Code (TFC), Section 264.509](https://statutes.capitol.texas.gov/Docs/FA/htm/FA.264.htm#264.509):

|  |
| --- |
| **TFC, Sec. 264.509. ACCESS TO INFORMATION.**  (a) A review team may request information and records regarding a deceased child as necessary to carry out the review team's purpose and duties. Records and information that may be requested under this section include:  (1) Medical, dental, and mental health care information; and  (2) Information and records maintained by any state or local government agency, including:  (A) A birth certificate;  (B) Law enforcement investigative data;  (C) Medical examiner investigative data;  (D) Juvenile court records;  (E) Parole and probation information and records; and  (F) Child protective services information and records.  (b) On request of the presiding officer of a review team, the custodian of the relevant information and records relating to a deceased child shall provide those records to the review team at no cost to the review team. |

If you need additional information about the Team or the case under review, please contact me. Thank you for your cooperation.

Sincerely,

Presiding Officer

Child Fatality Review Team