

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 04-09
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STATE OF ILLINOIS
STATE RECORDS COMMISSION

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Department of Children and Family Services

DIVISION

Monitoring and Quality Assurance

SUBDIVISION

Office of Quality Assurance

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

April 21, 2004
DATE


SIGNATURE OF AGENCY HEAD

3/16/04
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this application, may be microfilmed and the original hardcopy record disposed of if the record is microfilmed in accordance with the standards of the State Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on a Records Disposal Certificate.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

APPLICATION FOR AUTHORITY
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(continued)

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Item No. Record Series Title, Description and Recommendation Action Taken

1. Quality Assurance Protocol Files

Dates: 1994-
Volume: 77 Cubic Feet
Annual Accumulation: 7 ¾ Cubic Feet
Arrangement: By Region/Fiscal Year

This record series consists of various quality assurance protocols utilized by the agency as a means of measuring/monitoring caseworker activity in active DCFS family/child case files (e.g. child protection cases.)

The files include a variety of questions/scoring tools required in the assessment process for 1) Peer Review Protocols and 2) Federal Preparatory Review Protocols. "Child Welfare Programs/Services Case Files" are maintained for a period of fifty (50) years, after closure of case per the provisions of application 02-21, item 1 and "Neglected Child Reporting Act" Investigation Services Case Files (part A) are also maintained for a period of fifty (50) years, after closure of case.

Recommendation: Microfilm as generated, then dispose of hardcopy documentation. Retain all microfilm copies in office for fifty (50) years after closure of case (concurrent with the case files) then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
As Amended
4/21/04**