

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS**

Application No. 08-53  
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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

Management and Budget

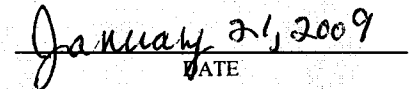
SUBDIVISION

Office of Federal Financial Participation

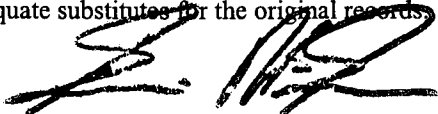
ACTION TAKEN BY  
THE  
STATE RECORDS  
COMMISSION

  
CHAIRMAN

  
SECRETARY

  
DATE

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 or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.



SIGNATURE OF AGENCY HEAD

1/8/09

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 or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. **Disposal of records after microfilming or digitizing must be noted on a Records Disposal Certificate.**

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

**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

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<b>Item No.</b>	<b>Record Series Title, Description and Recommendation</b>	<b>Action Taken</b>
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**1. Cancelled and Closed AFDC Foster Care Case Files (Originals)**

Dates: 2002-  
Volume: 173 Cubic Feet  
Annual Accumulation: 29 Cubic Feet  
Arrangement: Numerical by case number

This file series includes case files established and maintained by the Department for each foster care family receiving financial aid and services from the agency through the "Aid to Families with Dependent Children" (AFDC) public assistance program.

- 1) Completed applications for assistance and supporting documents showing each client's work history, medical history, financial resources etc. These documents are used by the department to determine the client's eligibility for assistance and/or the amount of assistance.
- (2) Case file face sheet which summarizes the client's assistance plan history.
- (3) Client consent to release of information forms.
- (4) Completed forms for the verification of marriage, divorce, birthdates, and/or death of client.
- (5) Duplicates of original Notices of Division on applications for assistance.
- (6) The case worker's notes.
- (7) Eligibility predetermination reports.
- (8) Authorization of assistance actions.
- (9) Conservator of estate designations, and
- (10) Any correspondence or memoranda pertinent to case workers transactions with clients under a given public assistance program.

Prior to the approval of State Records Application 85-83, disposition of this record series was previously included in State Records Application 80-60, submitted by the Department of Public Aid and then under State Records Application 83-1 when the authority to process AFDC Foster Care case files was transferred to the AFDC Medical Determination Unit of the Department of Children and Family Services.

**APPLICATION FOR AUTHORITY  
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(continued)**

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Item No.

Record Series Title, Description and Recommendation

Action Taken

This item supersedes State Records Application 85-83 in order to extend the length of the retention period from six (6) years to twenty-two (22) years per agency request. There is no change in the description of this record series.

Recommendation:

Retain in the office for one (1) year after closure or cancellation of the case, then transfer to the State Records Center for twenty-one (21) years, then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
1/21/09**