

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 10-04
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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

Program Operations

SUBDIVISION

Regional and Field Offices

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

DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

CHAIRMAN

SECRETARY

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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Item No.	Record Series Title, Description and Recommendation	Action Taken
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1. Adoption Case Records (Originals and Duplicates)

Dates: 1953-
Volume: 3,000 Cubic Feet
Annual Accumulation: 53 Cubic Feet
Arrangement: Chronological by year, Alphabetical by name

The file series contents include parent home studies, financial records if the adoption is subsidized, biological data on natural parents, background checks of prospective parents, medical information pertaining to the child, and copies of adoption records.

Public Act 83-1408 requires that adoption case files be maintained for a period of ninety-nine (99) years. Public access to these files is limited per 225 ILCS 10/15 (2008 State Bar Edition).

This item supersedes State Records Application 92-52, item 1 in order to revise the record series recommendation to provide for the incorporation of records now being generated in "electronic format" that were not previously addressed in the former application per agency request.

Recommendation:

Retain permanently on paper or microfilm in a DCFS storage facility the following case record information posted at the date of file closing: client family and demographic information; narrative and designed form court status reports, to include documentation of the last known address of the family and/or child; all legal documents and verifications, including court orders, executed parental consent forms, forms for waivers or relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death documents.

Every effort will be made to compile and incorporate within the files pertinent prenatal, natal and biological parents' medical history and genealogical records; medical and dental history data, including psychological or surgical consent documents; student transcripts and/or related items.

During the time period that the case is active, and when maintained in an electronic data base(s), a hard copy of all electronic records in the case file will be made on a ten year cycle, and retained in agency storage until the case file is closed and a final paper copy is made for permanent retention. All electronic records (digital images) shall be retained permanently.

Deferred
4/21/10

Disposition
Approved
9/15/10

**APPLICATION FOR AUTHORITY
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(continued)**

Item No.	Record Series Title, Description and Recommendation	Action Taken
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2. Child Welfare Programs/Services Case Files (Originals or Record Copies)

Dates: 1964-
 Volume: 81,375 Cubic Feet
 Annual Accumulation: 1769 Cubic Feet
 Arrangement: Chronological and alphabetical by client officer

This record series includes the case files of child welfare programs and services administered by the Department in the categories or program titles consisting of:

- subsidized guardianships,
- institutional placements,
- Group Home Placements,
- Foster Home Placements,
- Transitional Living and Pregnant/Parenting Teens,
- Independent Living, and
- Intact Family program services.

These case files contain records in various formats (i.e., designed forms, correspondence, notes, and summary or status reports) showing social, educational, medical, dental, and psychiatric data relating to case clients and/or subjects. Also included in many of the case files are agency copies of various legal documents showing the status of adjudications or actions required to open a case and/or administer case services, such as court orders, executed parental consent forms, forms for waivers of relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death certificates.

Public access to these files is limited pursuant to 225 ILCS 10/15 (2008 State Bar Edition).

The agency currently retains "Adoption Case Files" on a permanent basis per Application 92-52 (pending approval of item 1 of this Application).

This item supersedes State Records Application 02-21, item 1 in order to revise the record series description/recommendation to provide for the incorporation of records now being generated in "electronic format" that were not previously addressed in the former application and to extend the length of the retention period from fifty (50) years to permanent per agency request.

Recommendation: Retain permanently on paper or microfilm in a DCFS storage facility the following case record information posted at the date of file closing: client family and demographic information; narrative and designed form court status reports, to include documentation of the last known address of the family and/or child; all legal documents and verifications, including court orders, executed parental consent forms, forms for waivers of relinquishments, parental financial liability documents, child benefits data,

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various eligibility documents for federal funding, and copies of birth, marriage, and death documents.

Every effort will be made to compile and incorporate within the files pertinent prenatal, natal and biological parents' medical history and genealogical records; medical and dental history data, including psychological or surgical consent documents; student transcripts and/or related items.

During the time period that the case is active, and when maintained in an electronic data base(s), a hard copy of all electronic records in the case file will be made on a ten year cycle, and retained in agency storage until the case file is closed and a final paper copy is made for permanent retention. All electronic records (digital images) shall be retained permanently.