

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 10-40
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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

Support Services

SUBDIVISION

Administrative Case Review

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

D. A. Jan

CHAIRMAN

Thomas F. Schubert - JFL
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 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.

October 20, 2010

DATE

[Signature]
SIGNATURE OF AGENCY HEAD

10/15/2010
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.

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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1. Closed Administrative Case Review Files (ACR)– (Originals) (Hardcopy and Electronic)

Dates: 2007-
Volume: 92 ½ Cubic Feet /7 GB
Annual Accumulation: 46 Cubic Feet /3.5 GB
Arrangement: Chronological

This record series consists of forms completed and maintained for documenting families' progress of "permanency goal achievement" (i.e. in terms of the final placement of a child for ultimate disposition of child case). The record series contains the following forms designated or captioned as: Case Review Monthly Roster (electronically generated and kept in the system) used as a tool to schedule Administrative Case Reviews with the caseworker which allows them to verify information and to update as needed. It is also a tool which allows the caseworker to communicate with the ACR coordinator or the ACR Office Administrator as to whether the date and time of the review is acceptable to those that will be attending the review. Notification Letters are also electronically generated, printed and sent to those participating in the review (e.g. notifications to parents that the ACR will occur and to caseworkers who may wish to invite other parties). Feedback Reports are data entered into the system and distributed via email to those determined by the Administrative Case Reviewer to receive copies and also those who are automatically determined to receive them by the system. Action Plan Response Reports to these feedbacks are completed in the electronic system by the caseworker and supervisor. Action Plan Responses are classified as either Chronic feedbacks (e.g. issues that have not been resolved since the last case review) or Critical feedbacks (e.g. immediate safety issues regarding the child). Returned Letters are Notification Letters that are returned because of a wrong address.

The ACR Feedback Communications Notice is given to the caseworker at the Administrative Case Review notifying the caseworker that a Chronic or Critical Feedback will be generated. Reviewer notes and working papers are also kept in the ACR files, as well as other correspondence (letters from clients, attorneys, court orders showing case closed, etc.) and the missed Review letter sent to the worker and supervisor when applicable.

Electronic records also include; Case Review Information Packet that contains a questionnaire which is completed by the Reviewer on information collected at Administrative Case Review; Action Plan Response completed by the Worker and their Supervisor as a response to Chronic and Critical Feedbacks.

Presently, cases are reviewed on a six (6) month basis with the Administrative Review case files being closed as a result of a child case "achieving a Permanency goal" or other circumstances terminating the child case. Examples of this include adoption, termination of guardianship, child returned to home, etc. Public access to this file series may be limited under administrative rule.

This item supersedes State Records Application 83-62, item 1 in order to

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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update the record series description and to provide for the inclusion of the use of electronic records. (No change in the previously approved recommendation is requested).

Recommendation: Retain closed case files in office for two (2) years following the completion of all necessary corresponding Administrative Case Reviews, then destroy in a secure manner or delete from the system provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved as
Amended
10/20/10**

**2. Monthly Statistical Reports of Administrative Case Reviews (Originals)
(Electronic)**

Dates: 2007-
Volume: 10 GB
Annual Accumulation: Negligible
Arrangement: Chronological

This record series consists of original statistical reports which are sent out via the email system from the Administrative Case Review electronic system. These reports indicate by region the number of cases reviewed, statistics of compliance with review regulations, number and percent of reviews due and not scheduled, comparisons by region.

Other reports show the number of Case Review monthly Rosters completed and not completed by case workers; feedback responses completed and not completed by the case worker and/or supervisor. These reports are listed below:

CFAC0101A – Statewide DCFS/POS – Not Scheduled/Held
CFAC0101B – Cook DCFS – Not Scheduled/Held
CFAC0101C – Downstate DCFS/POS – Not Scheduled/Held
CFAC0102A – Statewide DCFS – Not Scheduled/Held
CFAC0102B – Cook DCFS – Not Scheduled/Held
CFAC0102C – Downstate DCFS – Not Scheduled/Held
CFAC0103A – Statewide POS – Not Scheduled/Held
CFAC0103B – Cook POS – Not Scheduled/Held
CFAC0103C – Downstate POS – Not Scheduled/Held
CFAC0104A – Statewide DCFS/ POS – Compliance Summary
CFAC0104B – Cook DCFS/ POS – Compliance Summary
CFAC0104C – Downstate DCFS/ POS – Compliance Summary
CFAC0105A - Statewide DCFS– Compliance Summary
CFAC0105B - Cook DCFS – Compliance Summary
CFAC0105C – Downstate DCFS – Compliance Summary
CFAC0106A – Statewide POS - Compliance Summary

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CFAC0106B - Cook POS – Compliance Summary
CFAC0106C – Downstate POS – Compliance Summary
CFAC0107A – Statewide – Children Not Reviewed
CFAC0107B – DCFS - Children Not Reviewed
CFAC0107C – POS - Children Not Reviewed
CFAC0109 – Compliance by Provider
CFAC0111A - CRMR– Statewide
CFAC0111B – CRMR Compliance by RSF – DCFS
CFAC0111C – CRMR Compliance by RSF – POS
CFAC0110 – Critical/Chronic Detail
CFAC0110 - Critical/Chronic Summary

This item supersedes State Records Application 83-62, item 2 in order to update the record series description and to indicate the change from hardcopy to electronic format per agency request. (No change in the previously approved retention period of five (5) years is requested).

Recommendation: Retain in the system for five (5) years, then delete from the system provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
10/20/10**