

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 14-32
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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

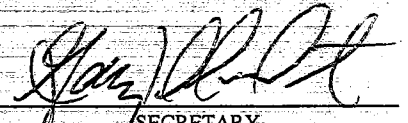
DIVISION

Interstate Compact

SUBDIVISION

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 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.

5-31-14
DATE


SIGNATURE OF AGENCY HEAD

5/31/2014
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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(continued)**

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1. Interstate and Intercountry Child Placement Case Files

Dates: 1976-
Volume: 255 Cubic Feet
Annual Accumulation: 15 Cubic Feet
Arrangement: Alphabetical and Chronological

This file series includes records related to the placement of Illinois children in another state or the placement of children from other states or other countries in Illinois. The types of child care settings in which the placements are made include foster family care, group home care, residential treatment center, institutional care, adoption, or placement with relatives. Interstate placements are administered under the statutory provisions of 45 ILCS 15/0.01. et seq. Intercountry placements are administered under the provisions of 225 ILCS 10/16.

The intercountry child placement case files include: anecdotal case notes; cover sheets; copies and/or facsimiles of birth certificates, registries, and other protocol; Adoption Home Studies; various legal documents (domestic and foreign); EDP (Electronic Data Processing) activity and message reports; case administration summary cards; and related correspondence.

The content of the interstate child placement case files can be categorized into three major groupings, which are:

- (a) legal documents;
- (b) medical history documentation of the client child and/or the biological parents; and
- (c) casework documentation.

Types of records under legal documents include: Mother's Affidavit(s) Regarding Putative Father; court orders; judgements; Final and Irrevocable Surrender(s) for Purposes of Adoption; Surrender(s) of Unborn Child for Purposes of Adoption; and Adoption Registry acknowledgment forms (i.e., sign-off forms for birth parents acknowledging that they were made aware of the availability of the Department of Public Health's Adoption Information Registry).

Medical history documentation includes: narrative birth and medical/genetic histories of biological parents (with the inclusion of much social background documentation as relevant); Obstetric History(s) & Physical Examination Record(s) of birth mothers; Physicians' Order Sheets; Labor and Delivery Summaries; lab test reports; Initial Newborn Profile(s); Admissions Nursery Flow Sheets; Newborn Nursery Nursing Physical Assessment(s); and Mother Baby Discharge Teaching Record(s).

Casework documentation includes: Interstate Compact Placement Request(s); Interstate Compact Report on Child's Placement Status; written

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responses to requests to view records;
Authorization(s) for Release of Confidential Information; Home Study Narrative(s); marriage records; case workers' progress notes; case administration summary cards; and pertinent correspondence/memoranda.

Public Act 83-1408 stipulates a minimum retention period of ninety-nine (99) years for the adoption case files contained within this file series. Public access to the series is restricted in accordance with provisions of 20 ILCS 505/35.1 and 750 ILCS 50/18. Furthermore, the content of the case files not pertinent to adoptions is limited primarily to casework documentation and related correspondence as opposed to the adoption case files, which contain far more extensive medical and legal casework documentation. (Closure for the adoption case files is determined by the completion of all adoption proceedings. Closure for all other cases is determined by the termination of the documented child care placement.)

Application 95-57, item 1, is superseded to increase the retention from ninety-nine (99) years to permanent per agency request.

Recommendation:

Retain the adoption case files in office for one (1) year following the completion of all adoption proceedings, then retain permanently either electronically (digital files) or on paper or microfilm. All documents on paper, or on microfilm, may be converted to an approved electronic format and stored in an electronic database per the requirements set forth by the State Records Commission.

**Disposition
approved as
amended
5/21/14**