

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 15-63
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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

Director's Office

SUBDIVISION

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN

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.

SECRETARY

2/17/16
DATE


SIGNATURE OF AGENCY HEAD

1/27/16
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed if necessary 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. Director's Administrative and General Correspondence Files with Supporting Documents and Memoranda (Originals)

Dates: 1974-
Volume: 200 Cubic Feet/4 Gigabytes
Annual Accumulation: 5 Cubic Feet/1 Gigabyte
Arrangement: Chronological by year/Alphabetical by topic

This record series consists of original administrative and general correspondence files of the Department of Children and Family Services (DCFS) Director's Office with supporting documents and memoranda. A breakdown of the file contents would be as follows:

A. Administrative Files – consists of documents detailing matters of the functions, procedures, organization and policy decision-making of the Department of Children and Family Services (DCFS) Director's Office. Includes:

- (1) Administrative organization charts of agency, manuals, responsibilities, guidelines, etc.;
- (2) Administrative planning, policy and program development documents;
- (3) Legislation documents;
- (4) Meeting Minutes (e.g.: staff, advisory councils, etc.);
- (5) Reports (e.g.: annual, division, meeting, status/progress, etc.);
- (6) Final Administrative Decision Letters in conformance with the Illinois Administrative Procedure Act;
- (7) Legal opinions;
- (8) Position papers;
- (9) Speeches;
- (10) Statistical studies;
- (11) Notes, working papers, and initial/final drafts; and
- (12) Any related supporting documents.

B. General Correspondence Files – consist of incoming and outgoing correspondence between the Director's Office and all internal divisions within the Department, local/state/federal offices, public or private groups external to the agency, and individual citizens. Also includes:

- (1) Memoranda;
- (2) Mail control documents;
- (3) Letters of transmittal and acknowledgment;
- (4) Notes, working papers, and initial/final drafts; and
- (5) Any related supporting documents.

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C. Routine Documents – consist of and are defined as:

- (1) Extra copies of documents, blank forms, or reports preserved only for ease of reference or for supply purposes, where one copy has been retained for record purposes;
- (2) Non-personally addressed, unsolicited correspondence and communications that originate outside of the agency;
- (3) Requests for publications or information after the requests have been filled;
- (4) Replies to questionnaires, where the summary results have been retained for record purposes;
- (5) Material not filed as evidence of administrative activity or for the informational content thereof, including—
 - o Working notes, where a final report has been issued; and/or
 - o Documents regarding regular office functions, such as correspondence requesting supplies, scheduling meetings, or informing others of an employee absence, where a record copy of financial or personnel actions is retained in another record series.

This item supersedes approved State Records Application No. 95-101, item 1, in order to update the record series description, to eliminate the weeding clause, and to eliminate storage at the State Records Center, per agency request.

Recommendation:	Retain in office for three (3) years after date of generation, then review the files and take the following steps for disposition:
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**Disposition
approved
As amended
2/17/16**

(A) Administrative Files, items 1-12 – Retain all original (or only existing copies) until they no longer have administrative value, then transfer paper records to the State Archives for permanent retention.

Retain electronic records permanently in compliance with 44 Ill. Adm. Code 4400.70 and 4400.80.

(B) General Correspondence Files – Retain for three (3) years after date of generation, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

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(C) Routine Documents – Destroy in a secure manner or delete from system after expiration of administrative value provided all audits have been completed, if necessary, and no litigation is pending or anticipated. [Note: Duplicates and reference files, as defined under the State Records Act, that are destroyed in-house must be destroyed in a secure manner.]

Current accumulation of this record series at the State Records Center will be reviewed by Department of Children and Family Services after approval of this Application and disposed of according to record retention recommendation A, B or C.