

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

FORM-1

APPLICATION NO. 60-11  
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APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

**PUBLIC WELFARE** *DCFS*

VISION  
**Educational & Residential Services**

SUBVISION  
**Child Welfare - 7 Regional Offices**

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

*Olto L. Bettagom*  
HEAD OF AGENCY

3/8/60  
DATE

RECOMMENDATION:  
*Approved*

*Charles F. Casper* 3-8-  
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:  
*Thos. J. ...*  
CHAIRMAN

*Clyde C. Walton*  
SECRETARY

March 9, 1960  
DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

| ITEM NO. | DESCRIPTION OF ITEMS OR RECORD SERIES | ACTION TAKEN |
|----------|---------------------------------------|--------------|
|----------|---------------------------------------|--------------|

|    |   |   |
|----|---|---|
| 1. | <p><b>Non-essential Material (Child Welfare Case Folders All Services)</b></p> <p>Dates: 1954-<br/>Arranged: Chronological within the folders (folders-alphabetical)</p> <p>It has been the practice of the Regional Offices of Child Welfare to file the material listed below in each case folder. These documents are either duplicates; of a temporary nature; or relate to actions which have been taken and for which there is other written evidence. No purpose is served by retention of these items beyond recommended periods (items 1, 2, &amp; 3). A-Duplicate copies of social histories, Routine notification of hospitalization of child, Greeting and graduation cards, Correspondence regarding clothing, billings, etc., Copies of appointment letters to foster parents, doctors, dentists, etc., Miscellaneous correspondence to or from parents, relatives, or foster parents, Duplicate copies of interstate reports or correspondence, Memos or letters of transmittal, Intra office and inter-regional communications in cooperative cases, Quarterly clothing allowance record and reports which are more than 1 year old, Non-current consent of guardian or parent for surgery, Non-current guardian's consent for out-of-state travel for single trips, Carbon copies of recording for the foster home record of the home in which a child is placed currently, Obsolete forms (DPW-1203 and others), Similar non-specific items.</p> <p>Recommendation: A. Folders of cases closed 1955-1959 be weeded and items as listed destroyed, <u>1/2</u>. As cases are closed beginning with Jan. 1, 1960, items be weeded from folders and destroyed, B. Active case folders to be weeded at close of each calendar year, and items as listed destroyed.</p> | <p><i>Disposition: Approved</i></p> <p>subject to a condition that original records relating to the consent of guardian or parent for surgery or for out-of-state travel be destroyed.</p> <p><i>Obsolete</i></p> <p><i>Disposition: Approved</i></p> |
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