

STATE OF ILLINOIS
STATE RECORDS COMMISSION

FORM-1

APPLICATION NO. 61-19
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY: PUBLIC WELFARE

DIVISION: Educational and Residential Service

SUBDIVISION: Ill. Braille & Sight Saving School, Jacksonville, Ill.

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.

Francis J. Gerty June 7, 1961
HEAD OF AGENCY DATE

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

RECOMMENDATION:
Approved
Charles Tappan 6/6/61
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:
John Cassidy CHAIRMAN
Alfred C. Walton SECRETARY

June 7, 1961.
DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
(1)	<p><u>Administrative & General Office Correspondence, 1952-</u></p> <p>Arranged: Alphabetical by Subject Volume: 30 cubic feet Annual Accumulation: 2 cubic feet</p> <p>Files contain both incoming and outgoing correspondence relating to the work of the institution, including that with other institutions, agencies, vendors, regional offices, organizations and individuals, inquiries, transmittal letters, copies of reports, letters of referral, acknowledgment, appeals for contributions, and letters of routine and general nature.</p> <p>Recommendation: Retain for four years, then review and retain permanently all legal opinions, court decisions, special survey and annual reports and letters documenting activities, functions and planning of the division. Destroy all routine items.</p>	<p><i>Disposition Approved</i></p>
(3)	<p><u>Form FA-13 - Invoice-Vouchers, 1949-</u></p> <p>Arranged: Two Files - #1 Alphabetical and #2 Numerical Volume: 22 cubic feet Annual Accumulation: 2 cubic feet</p> <p>Copies of Invoice-Vouchers Form FA-13 with attachments such as firm's invoice or statement, Form F-11 1/2 Quint., personal property claims and related correspondence. These are the fourth and fifth copies -</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
(3)	<p>Form FA-13 - Invoice-Vouchers, 1949- (Continued)</p> <p>original and three copies are forwarded to Springfield for payment, where they are maintained for three years and then destroyed.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
(4)	<p>Personnel Folders, 1950-</p> <p>Arranged: Alphabetical Volume: 6 cubic feet Annual Accumulation: 1/4 cubic foot</p> <p>Folders contain notice of appointment, civil service status, pension information, salary rate and subsequent changes, notices of reclassification, notices of separation and other papers relating to service, together with correspondence related to activities as an employee, carbon copies of all the information forwarded to Springfield.</p> <p>Since 1943, information relating to each employee is furnished by Personnel Division in General Office, Springfield, and changes or items of importance are posted to a DPW Form and retained permanently in the institution file. (Refer to Item #6 of this Schedule.)</p> <p>Recommendation: Retain for five years after termination or separation and destroy provided that all statistical information for retirement purposes is posted to Master File and retained permanently. Files are not to be destroyed until posted to card under direction of Welfare Personnel Supervisor. Retain permanently cases subject to possible legal action.</p>	<i>Disposition Approved</i>
(5)	<p>Applications for Employment, 1952-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Applications for positions within the institution from persons who were not accepted for employment. This file of applications, together with some correspondence, relates to all of the departments such as Professional, Medical, Non-medical, as well as Administrative Service areas.</p> <p>Recommendation: Retain for one year and destroy.</p>	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
.(6)	<p>Personnel Requisitions, 1955-</p> <p>Arranged: Alphabetical by Section Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>This is a file of requests to the Department of Personnel for the creation of positions or changes therein - consists of DP-104 and DPW-1106 and job descriptions, together with limited related correspondence.</p> <p>Recommendation: Weed at end of each biennium retaining only current job descriptions and related material - all duplicates and non-essential material may be destroyed.</p>	<i>Disposition Approved</i>
.(7)	<p>Payroll Vouchers, 1945-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: 1/4 cubic foot</p> <p>Series consist of position allocation lists, personnel and payroll analysis sheets and payroll vouchers. The voucher sheet shows employee's name ID number, time, rate, salary earned and deduction made. The triplicate copy of APA - Form #1 is returned to the institution after IBM processing. Original goes to Auditor's Office where it is either retained permanently or microfilmed. Fifth copy is in Springfield Office of Public Welfare.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided an audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
.(8)	<p>Statistical Reports, 1952-</p> <p>Arranged: Chronological by year, month and day Volume: 10 cubic feet Annual Accumulation: 1 cubic foot</p> <p>These files consist of copies of receipts in narrative and statistical form concerning number of children in the school, services rendered, movement of population, termination of care for children, automotive cost reports, and alcohol reports. Reports are compiled monthly, quarterly and annually, summarized and forwarded to the Regional Office in Springfield where contents are either published or retained in punch card form. There is also a small amount of correspondence with other institutions, universities and clinics either exchanging or comparing or forwarding this information. These copies serve no purpose in the institution after publication or punch card processing.</p> <p>Recommendation: Retain for three months after publication and destroy.</p>	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
. (9)	<p>Memoranda File, 1952-</p> <p>Arranged: Alphabetical Volume: 10 cubic feet Annual Accumulation: 1 cubic foot</p> <p>This file consists of incoming memoranda issued in Springfield by the Director, Deputy Director, Administrative Service and other Central Control areas (exclusive of <u>PRINTED</u> bulletins and memoranda). In addition there are inter and intra office communications relating to the operation of the institution which originates in the Office of the Superintendent, Administrative Assistant and Business Manager. Files serve no purpose after one biennium.</p> <p>Recommendation: Retain for two years and Destroy.</p>	<p><i>Disposition Approved</i></p>
. (10)	<p>Publicity File, 1952-</p> <p>Arranged: Chronological by year, month and day Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Files consisting of incoming and outgoing communications relative to activities of institution, Superintendent and individual personnel in connection with membership in, or affiliation with Societies, Associations, Training Centers, Councils, Committees, Community Services. There are also copies of Public Releases, clippings, publications of staff members and other related items. This file serves no purpose after one biennium.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
. (11)	<p>Budget Estimates, 1950-</p> <p>Arranged: Chronological by year Volume: 1/2 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Files consist of copies of Department of Finance Budget Estimate for biennium, Form FB-1 with attachments. Original is submitted to Springfield - copies serve no purpose in institution after two biennia.</p> <p>Recommendation: Retain for four years and destroy.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.(12)	<p>Monthly Food Cost Reports, 1951-</p> <p>Arranged: Chronological by year and month and day Volume: 1/2 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>File consists of copies of monthly recapitulation sheets and attachments indicating the amount of ice cream consumed, number of meals served, cost of preparation, food inventory and other related items. The originals are forwarded to Springfield for use by the Economics Division in the preparation of future budgets. Copies serve no purpose in institution after one biennium.</p> <p>Recommendation: Retain for one biennium and destroy.</p>	<p><i>Disposition Approved</i></p>
2.(13)	<p>Receiving Reports, 1953-</p> <p>Arranged: Two files - One Alphabetical and One Numerical Volume: 6 cubic feet Annual Accumulation: 2 cubic feet</p> <p>File containing Form F7-T - Order for Delivery, together with requisitions, Purchase Orders, Authorizations, Cancellation of Requisitions and Authorizations, Cancellation and Reinstatement of Purchase Orders, correspondence and other related items. These reports serve no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
3.(14)	<p>Amusement Fund Invoice-Voucher, - 1953-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>File of obsolete Forms FA-13's which were used to voucher payments. Present system requires Form WF-57, Amusement Fund Order, and Invoice-Voucher to be used. Attached to these are statements and some pieces of correspondence and other records of payments.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided that a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>

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T No.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
.(15)	<p>Storekeeper's Invoice File (Institutional Invoice), 1949-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: Less than 1 cubic foot</p> <p>Files consist of invoice forms and ledger books used by storekeepers to record receipt of commodities from Farm, General Store, Sewing Department and Bakery. Form is also used to record donation made by United States Government of surplus food; no charges are made for these items and no accounting made to Government.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
.(16)	<p>Financial Reports to Governor, 1953-</p> <p>Arranged: Chronological by year Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>File consisting of copies of quarterly financial reports to the Governor accounting for many types of funds such as Trust Fund, Commissary Fund, Receipts in cash from all sources, appropriations for salaries, summary of receipts and disbursements.</p> <p>Recommendation: Retain for two full years after the current biennium and destroy provided a post audit is made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
.(19)	<p>Departmental Reports (Institutional Activities), 1952-</p> <p>Arranged: Alphabetical by Department Volume: 8 cubic feet Annual Accumulation: 1 cubic foot</p> <p>Files consisting of narrative and statistical reports of services rendered within the institution. These documents are submitted daily, weekly, monthly, quarterly, semi-annually, annually by the Department to the Superintendent, who in turn uses the information contained therein as a basis of reports to Springfield. When the information is received in Springfield, it is either IBM processed or published in Departmental bulletins and brochures. Material serves no purpose after publication or IBM processing.</p> <p>Recommendation: Retain for three months after publication.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
<p>7.(20) Store Receiving Reports, 1957-</p> <p>Arranged: Alphabetical by quarterly Volume: 2 cubic feet Annual Accumulation: 1/2 cubic foot</p> <p>Prior to 1959, Journal Ledger was used to record receipt of items and all pertinent information. Copies of WF Form #1 and Form F7-T, together with attachments, are being used by the General Store to record purchases and receipts of items. Original is forwarded to Institutional Business Office where it is attached to the Auditor's copy of the FA-13. Store retains two copies, fourth copy at point of origin.</p> <p>Recommendation: Retain for four years and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p style="text-align: right;"><i>Disposition Approved</i></p>	
<p>3.(21) Storekeeper's Requisitions, 1949-</p> <p>Arranged: Institutional Requisition Number and Chronological thereunder Volume: 10 cubic feet Annual Accumulation: 2 cubic feet</p> <p>Triplicate copies are made of requisitions - One copy to Business Office, one copy remains in Store, and one copy to point of origin. Forms are used in the General Store and serve no purpose after audit.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided an audit has been made under the supervision of the auditor General.</p>	<p style="text-align: right;"><i>Disposition Approved</i></p>	
<p>(22) Patients' (Children's) Trust Fund File, 1953-</p> <p>Arranged: Numerical by pre-numbered receipt Volume: 2 cubic feet Annual Accumulation: 1/2 cubic foot</p> <p>Original and duplicate copy of Trust Fund Receipt is made - original remains in Business Office, duplicate is given to depositor. It is no longer required that a copy be forwarded to Springfield. The Business Office copy serves no purpose after audit.</p> <p>Recommendation: Retain two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p style="text-align: right;"><i>Disposition Approved</i></p>	

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TE NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
<p>(23) Patients' (Children's) Trust Fund Disbursements Receipts, 1953-</p> <p>Arranged: Ledger Books - Alphabetical by Student Volume: 8 Ledger Books Annual Accumulation: 1 Ledger Book per year</p> <p>File of Ledger Books (Disbursement Journal and Individual Student Account Record). Each sheet shows deposits, expenditures, balance forward of monies on hand, and expenditures made. There is a separate sheet in each ledger for each student. Ledger books are used as a check on balance forward of monies on hand and expenditures made from funds.</p> <p>Recommendation: Retain for four years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>	
<p>²⁴ (26) Repair and Maintenance Reports, 1959-</p> <p>Arranged: Chronological by year and month and day Volume: 1/2 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>File of requisitions and work orders for repair and maintenance of the physical properties of the institution. Monthly and Annual Reports are also made. Documents are used by Carpentry, Plumbing and Electrical Shops. Files serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>	
<p>(25) Physical Inventory, 1952-</p> <p>Arranged: Chronological by year and month and by location code Volume: 4 cubic feet Annual Accumulation: 2 cubic feet</p> <p>Copies of inventory change report Form #1, equipment transfer permits, daily reports of new property, inventory location control cards, annual reconciliation registers. This information is now IBM key punched in Springfield and a card record is now maintained permanently in the institution. System was adopted in 1956. These records serve no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
.(26)	<p>Quarterly Requisitions, 1953-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: 1/2 cubic foot</p> <p>This form, together with Recapitulation Sheet, is used throughout the institution to record the needs of respective departments and is retained by them for reference. Original is included in Item #13 of this schedule. They serve no purpose in the Department after two years.</p> <p>Recommendation: Retain for two full years and destroy.</p>	<p><i>Disposition Approved</i></p>
.(28)	<p>Fire and Security Reports, 1953-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>This institution uses Jacksonville Fire Department, as it has no facilities of its own. Monthly fire-prevention drills are held and equipment is inspected. Reports are submitted to Chief Engineer - copies forwarded to Springfield.</p> <p>Security File includes register of employees' cars, weekly, monthly and annual reports of inspection of physical plant and action required. These reports serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
.(29)	<p>Kitchen Laboratory Reports, 1952-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Copies of reports of monthly laboratory analysis of milk which is consumed in the institution. The information is also furnished Economics Division of Welfare in Springfield. This institution does not have a dairy or pasteurization plant.</p> <p>These records serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.(34)	<p>Store Ledger Cards, 1951-</p> <p>Arranged: Numerically by Code Number for Cards; Chronologically by year and month for Recapitulation Sheet</p> <p>Volume: 1 cubic foot</p> <p>Annual Accumulation: Less than 1 cubic foot</p> <p>Basic information relative to the operation of the General Store is hand posted daily from the Storekeeper's Requisitions to the Store Ledger. A monthly report is also made. This is a perpetual inventory system and a recapitulation of the items received and issued. Records serve no purpose after audit.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
7.(35)	<p>Bid Listings, 1953-</p> <p>Arranged: Chronological by year and month thereunder</p> <p>Volume: 1 cubic foot</p> <p>Annual Accumulation: 1/4 cubic foot</p> <p>File consists of bids and listings of items required and indicating quantities and prices, together with some correspondence. Original summary is forwarded to State Purchasing Agent and duplicate is retained in institution where it is available for purchasing agents as a reference. No purpose is served after four years.</p> <p><u>Supersedes 58-53 - Item #1 - October 10, 1958.</u></p> <p>Recommendation: Retain for four years and destroy provided an audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
3.(36)	<p>Complaint to Vendor and/or Shipper, 1953-</p> <p>Arranged: Chronological</p> <p>Volume: Less than 1 cubic foot</p> <p>Annual Accumulation: 1/4 cubic foot</p> <p>File of papers used to process complaints relative to purchase or delivery of a variety of items. Most such complaints are resolved within 30 days. Purpose of files is to eliminate chronic offenders from future bidding lists. No purpose is served by retention after one biennium.</p> <p>Recommendation: Weed at end of current biennium and destroy accumulation retaining permanently those documents relating to incidents which either have or might possibly result in legal action.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.(36)	<p>Local Purchase Vouchers, 1953-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>Local purchases are made for emergency items only. Purchase Order form, together with billing statement, is vouchered by means of Form FA-13 and payment is made by issuance of a State Warrant.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
3.(57)	<p>Power Plant Operating Records, 1945-</p> <p>Arranged: Chronological by year, month and day Volume: 2 cubic feet Annual Accumulation: 1/4 cubic foot</p> <p>a. Charts and Graphs. b. Monthly reports such as Chief Engineer's Operation Report, Water and Electric Current Report, Boiler Room and a daily Power Plant Operations and related items.</p> <p>These charts and graphs are used to show the steam flow, pressure, fuel consumed and boiler water control. Originals of daily records remain in Chief Engineer's Office. Originals of monthly recapitulation sheets remain in institution, second copy goes to Supervisor, in Springfield, and third copy to Division of Architecture in Springfield. Charts and graphs serve no purpose after two years. Daily and monthly recapitulation records should be retained five years.</p> <p>Recommendations: Retain recapitulation records five years and destroy. Retain charts and graphs for two years then destroy.</p>	<i>Disposition Approved</i>
3.(58)	<p>Bank Accounting and Disbursement Records (Trust Fund & Amusement Fund), 1953-</p> <p>Arranged: Numerically by check and account numbers Volume: 2 cubic feet Annual Accumulation: 1/4 cubic foot</p> <p>These are non-appropriated monies. File of deposit slips, cancelled checks, check stubs and bank statements relating to the operation of the Trust and Amusement Funds. House Parent requisitions weekly for sums for each child and then distributes same. Amount withdrawn is then posted to individual account card and ledger books (Item #23 this Schedule).</p>	

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TABLE NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1. (58)	<p>Bank Accounting and Disbursement Records (Continued)</p> <p>Profits collected from vending machines, together with transfer of funds from old accounts, are used to provide an Amusement Fund - payments are then made for crafts supplies, field trips, parties and sundry-items store (not Commissary, per se).</p> <p>Recommendation: Retain six years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
2. (59)	<p>Transmittal Records (To and From Treasurer), 1953-</p> <p>Arranged: Chronological for Forms Numerically for Receipts</p> <p>Volume: 1 cubic foot</p> <p>Annual Accumulation: 1/4 cubic foot</p> <p>The following documents represent a complete file of forms covering receipt of and transmittal to State Treasurer of Miscellaneous Collections made by the institution:</p> <ul style="list-style-type: none"> a. Duplicate copy of Institution Receipt for Miscellaneous Collections. b. Duplicate copies of Remittance from the institution to Department of Public Welfare, Springfield (Form WF-52 - Welfare) for transmittal to State Treasurer. c. Original copy of receipt from Office of the State Treasurer. <p>Recommendation: Retain the entire series for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
3. (60)	<p>Gas and Garage Records, 1952-</p> <p>Arranged: Chronological</p> <p>Volume: 1 cubic foot</p> <p>Annual Accumulation: 1/4 cubic foot</p> <p>Information relative to distribution of bulk gas, oil and related items is posted to a Ledger Book and individual receiving items signs book. Information is posted at end of each month and duplicate copy of automotive cost report is forwarded to General Office - Welfare.</p> <p>Recommendation: Retain for two years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>

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4. (61)	<p>Linen Control Records, 1949-</p> <p>Arranged: Chronological by year and month Volume: 4 cubic feet Annual Accumulation: 1/4 cubic foot</p> <p>File of laundry lists from Cottages and Jacksonville State Hospital where laundry is done, quantity check sheets, quota changes, inventory listings, and condemning lists. In the Sewing Room, records of yardages such as drapes, sheeting, etc., are reported on weekly basis. Monthly reports and recapitulation sheets covering linens and household supplies are made. Original goes to institution Business Office, second copy to Condemning Clerk. These records serve no purpose after one year.</p> <p>Recommendation: Retain one year and destroy.</p>	<p><i>Disposition Approved</i></p>
5. (62)	<p>Building Contracts, Specifications and Awards, 1953-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>File of incoming and outgoing correspondence relating to specifications recommendations for contractors, together with a copy of the final contract. The awarding of contracts and all business concerning same is done by the Division of Architecture and Engineering in Springfield - Original documents are maintained by said Division. Two copies are retained in Welfare General Office. Duplicate institution file serves no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
5. (63)	<p>Summary of Store Accounts, 1953-</p> <p>Arranged: Chronological by year and month Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>File of Forms WF-34 and adding machine tapes. These items are used to verify existing ledger card balances. File serves no purpose after internal audit.</p> <p>Recommendation: Retain for two years and destroy provided an audit has been made.</p>	<p><i>Disposition Approved</i></p>

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7.(64) Pest & Insect Control Reports, 1950-

Arranged: Chronological
Volume: 1 cubic foot
Annual Accumulation: 1/4 cubic foot

The bids for pest control are let on a basis of yearly continuous service. An inspection report is made weekly for each location. As need arises, exterminator takes necessary action and reports accordingly to the Institution Business Office by means of a Service Statement. A quarterly report on conditions and cost account is forwarded to General Office, Fiscal Services. Records serve no purpose after two years.

Recommendation: Retain for two years and destroy.

*Disposition
Approved*

8.(71) Telephone Records, 1953-

Arranged: Chronological by year and month
Volume: 1 cubic foot
Annual Accumulation: 1/4 cubic foot

File of forms which are used to record outgoing long distance phone calls of the institution. Forms are checked against the incoming phone company monthly statement. If they tally, payment is then made by use of Form FA-13, Invoice-Voucher and Statement is attached. Records serve no purpose after three months.

Recommendation: Retain ninety days and destroy.

*Disposition
Approved*

9.(76) Timekeeping Records, 1951-

Arranged: Chronological by year, month and day
Volume: 1 cubic foot
Annual Accumulation: 1/4 cubic foot

File of Forms WF-18 (Daily Time Sheet) which are used for both "Prevailing Rate" and regular employees. This form is used by Payroll Clerk as a daily check record for all institution employees. When payroll is received in institution, Form WF-18 is then filed. These forms serve no purpose after two biennia and audit.

Recommendation: Retain not less than 4 years, then destroy provided a post audit has been made under the supervision of the Auditor General.

*Disposition
Approved*

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73) Water Chlorination Charts, 1940-

Arranged: Chronological
Volume: 1 cubic foot
Annual Accumulation: 1/4 cubic foot

The amount of chlorine is tested regularly by the Chief Engineer for the drinking water, water intakes and swimming pool. A recapitulation of information is reported on a Monthly Chlorination Report. Original is forwarded to State Department of Public Health - second copy to Springfield General Office of Public Welfare, and third copy in Chief Engineer's Office. Department of Public Health Analysis Reports are also included in this file.

Recommendation: Retain five years and destroy.

*Disposition
Approved*

80) Student Work Program Records, 1955-

Arranged: Ledger by Payroll Number
Payroll - Alphabetical by Cottage
Volume: 2 cubic feet
Annual Accumulation: 1/4 cubic foot

Child Welfare Services, Central Office, annually receives an allocation under Item #5 of the Social Security Act (Child Welfare Services Funds). Funds are distributed to each state on a formula basis, i.e., a flat rate plus monies related to the Per Capita income of the State and the Child population under age 21. These funds are budgeted in a State Plan approved by Regional Representative of the Federal Department of Health, Education and Welfare. Included in Illinois approved plan is an amount for Specialized Services, such as payment to students in need of financial assistance for a learning work experience.

In this institution, allocation is received from Child Welfare Services, Central Office, to cover the per-child expenditures in the work program. Money is deposited in Trust Fund Account and receipts and disbursements are entered in Ledger Book. A payroll is prepared listing student's name, number of hours worked, hourly rate and total amount due for services. Payment is made every two weeks - money distributed by Cottage Parent to the student - individual cottage requisition receipt is signed by both Cottage Parent and the students. Series consists of payroll, cottage requisition record, narrative reports relative to operation of program, recapitulation of expenditures, together with an annual report which is submitted to the Central Office.

Recommendation: In accordance with Federal requirements, retain entire series not less than three years and not more than five years and destroy, provided internal audit, Auditor General's Audit and Federal Audit have been made.

*Disposition
Approved*

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

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FORM-1A

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

2.(72) Volunteer Services, 1955-

Arranged: Chronological for Forms
Alphabetical for Volunteers
Volume: 1 cubic foot
Annual Accumulation: Less than 1 cubic foot

- a. File of forms pertaining to qualifications, evaluations and assignments of Volunteers.
- b. Reports in statistical and narrative form which are prepared each month, one copy going to the Chicago Office, one to Hospital Superintendent, and triplicate retained in Services' Office.
- c. A small amount of correspondence and related items.

Recommendation: Retain four years and destroy.

*Disposition
Approved*

.() Vocational Training - Braille & Sight Saving Student Records, 1931-

Arranged: Alphabetical
Volume: 40 cubic feet
Annual Accumulation: 1 cubic foot

The file of the blind student is divided into three parts as follows:

- a. Confidential - Permanent Documentation, which includes face sheet, academic records of other schools, as well as current information, otological, neurological, and ophthalmological reports, Child Welfare intake studies, progress notes including medical and academic information, Psychological Summary sheet, Legal Decisions regarding custody of child, authorizations for medical treatments, travel, participation in athletics and intramural sports, rehabilitation reports, Institute for Juvenile Research reports, major injury and accident reports, Parents' Institute reports, together with some related correspondence.
- b. Non-Permanent Records - Such as inter and intra office memoranda, applications for admission, Trust Fund and Clothing Reports and requests, incoming and outgoing correspondence with parents, relatives and all other correspondence of a temporary nature.
- c. Nursing Records - Infirmary nursing records - radiological - laboratory - medical reports of a general nature, routine reports on colds and minor ailments.

Recommendation: Two years after termination of services to child, the following actions are to be taken:

- a. Retain the Confidential - Permanent Documentation permanently and file accordingly.
- b. Destroy entire section of Non-Permanent records.
- c. Destroy nursing records entirely with exception of master medical record card, which is to be transferred to Confidential File for permanent retention.

*Disposition
Approved*