

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 63-3  
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APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

FORM-1

AGENCY DCFS  
~~MENTAL HEALTH~~

DIVISION Children's & Specialized Service

SUBDIVISION Soldiers' Widows' Home, Wilmington, 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.

James J. Gerty  
HEAD OF AGENCY

Dec 27, 1962  
DATE

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

RECOMMENDATION:  
*approved*

Charles Adolphus  
ARCHIVIST

1/8/63  
DATE

STATE RECORDS COMMISSION APPROVAL:

John Passady  
CHAIRMAN

Rudolph E. Walton  
SECRETARY

February 11, 1963.  
DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p><u>Administrative &amp; General Office Correspondence, 1958 - 1962</u></p> <p>Arranged: Alphabetical Volume: 4 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: Destroy Accumulation.</p>	<p><i>Disposition Approved</i></p>
<p>(3)</p>	<p><u>Form FA-13 - Invoice-Vouchers, 1956 - 1962</u></p> <p>Arranged: Two files - 1. Alphabetical 2. Voucher Number Volume: 7 cubic feet</p> <p>Copies of Invoice-Voucher 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 duplicate and triplicate copies - original and three copies are forwarded to Springfield for payment, where they are maintained for three years and then destroyed.</p> <p>Recommendation: Destroy accumulation after completion of internal audit and post audit under the supervision of the Auditor General.</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.(4)	<p>Personnel Folders, 1944 - 1962</p> <p>Arranged: Alphabetical Volume: 4 cubic feet</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 DMH form and retained permanently in the institution file.</p> <p>Recommendation: All personnel records are to be forwarded to General Office at Springfield where information contained will be transferred to General Office Master Card. Folders are then to be destroyed in accordance with Personnel Service Schedule No. <u>61-60</u>. Card record in use only since 1958 at this institution is to be forwarded to General Office for Master Record. All duplicate cards to be destroyed after checking.</p>	<p><i>Disposition Approved</i></p>
5.(7)	<p>Payroll Vouchers, 1944 - 1962</p> <p>Arranged: Chronological by year Volume: 1 cubic foot</p> <p>Series consists 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. Second copy is in the Springfield Office of Mental Health.</p> <p>Recommendation: Destroy accumulation after internal audit and audit under the supervision of Auditor General.</p>	<p><i>Disposition Approved</i></p>
6.(9)	<p>Memoranda File, 1955 - 1962</p> <p>Arranged: Chronological Volume: 2 cubic feet</p> <p>This file consists of incoming memoranda issued in Springfield by 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: Destroy accumulation.</p>	<p><i>Disposition Approved</i></p>

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.(11)	<p>Budget Estimates, 1955 - 1962</p> <p>Arranged: Chronological Volume: 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 bienniums.</p> <p>Recommendation: Destroy accumulation.</p>	<p><i>Disposition Approved</i></p>
7.(12)	<p>Monthly Food Cost Reports, 1957 - 1962</p> <p>Arranged: Chronological Volume: 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 food and ice cream, 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: Destroy Accumulation.</p>	<p><i>Disposition Approved</i></p>
8.(13)	<p>Receiving Reports, 1957 - 1962</p> <p>Arranged: Chronological Volume: 9 cubic feet</p> <p>File containing Form F7-T - order for delivery, together with requisitions, 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: Destroy accumulation after internal audit and post audit under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
9.(14)	<p>Amusement Fund Invoice-Voucher, 1957 - 1962</p> <p>Arranged: Numerical Volume: 2 cubic feet</p> <p>File consists of copies of obsolete Form F-97, new Form WF-57 - Purchase Orders and Invoice-Vouchers for items which are purchased from the Amusement Fund such as ping-pong tables and similar items. Attached to these forms are the invoice statements, order for delivery and some pieces of correspondence. Additional record is maintained in Ledger Book. Payment is made from non-appropriated funds; therefore, forms and ledgers serve no purpose after final audit.</p> <p>Recommendation: Destroy accumulation after internal audit and audit under the supervision of Auditor General.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
0.(15)	<p>Storekeepers Invoice File (Institutional Invoice), 1957 - 1962</p> <p>Arranged: Chronological for each two year period Volume: Less than 1 cubic foot</p> <p>Files consist of invoice forms used by storekeepers to record receipt of commodities. Form is also used to record donation made by U. S. Government of surplus food; no charges are made for these items and no accounting made to Government.</p> <p>Recommendation: Destroy accumulation after audit and post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
1.(16)	<p>Financial Reports to Governor, 1957 - 1962</p> <p>Arranged: Chronological Volume: Less than 1 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: Destroy accumulation after internal audit and post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
2.(20)	<p>Store Receiving Reports, 1957 - 1962</p> <p>Arranged: Chronological Volume: 2 cubic feet</p> <p>These documents are used to record purchases and receipt of items. Original in this institution is filed with Purchase Order - no duplicates are made.</p> <p>Recommendation: Destroy accumulation after internal audit and post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
3.(21)	<p>Storekeeper's Requisitions, 1957 - 1962</p> <p>Arranged: Institution Requisition Number Volume: Less than 1 cubic foot</p> <p>One copy only is made of requisition. Store recapitulation sheet is made monthly. One copy in Business Office and one in Store.</p> <p>Recommendation: Destroy accumulation after internal audit and 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
4.(22)	<p>Patients (Members) Trust Fund Receipts, 1955 - 1960</p> <p>Arranged: Numerical Volume: 1/4 cubic foot</p> <p>Copies of receipts for individual patients trust funds. Original retained by Business Office, second copy to depositor.</p>	
<p>Recommendation: Destroy audited records after a 4 year retention period and after the patient (member) has indicated approval of the record. Record from 1959-1962 to be transferred to Quincy where they are to be destroyed in accordance with 61-69 dated 9/13/61.</p>		<p>Disposition approved</p>
15.(23)	<p>Patients (Members) Trust Fund Disbursement Book, 1957 - 1962</p> <p>Arranged: Numerical Volume: 2 volumes</p> <p>Two ledger books in which is recorded deposits and expenditures of individual members. A summary report is forwarded monthly to Springfield General Office.</p>	
<p>Recommendation: Destroy audited records after a 4 year retention period and after the patient (member) has indicated approval of the record. Volume #2 to be transferred to Quincy where it will be destroyed in accordance with 61-60 dated 9/13/61.</p>		<p>Disposition approved</p>
16.(25)	<p>Physical Inventory, 1957 - 1962</p> <p>Arranged: Chronological Volume: 2 cubic feet</p> <p>Copies of inventory change report, equipment transfer permits, reports of new property, inventory location control cards, annual reconciliation register and IBM cards. All physical property is to be put up for transfer through Central Property Control - relative IBM card will also be transferred.</p> <p>Recommendation: Destroy remaining accumulation of records relating to obsolete, condemned or transferred property.</p>	
17.(26)	<p>Quarterly Requisitions, 1957 - 1962</p> <p>Arranged: Chronological Volume: 4 cubic feet</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 8.(13) of this schedule. They serve no purpose in the Department after two years.</p> <p>Recommendation: Destroy accumulation.</p>	

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
18.(28)	<p>Fire Reports, 1957 - 1962</p> <p>Arranged: Chronological Volume: Less than 1 cubic foot</p> <p>Copies of Fire Reports Form FD-4, FD-8 (or equivalent) as well as semi-annual summarizations. In case of fire, report is made to Springfield within 48 hours and lists institution, date, time and place of fire, disciplinary action and related items. These reports serve no purpose after two years.</p> <p>Recommendation: Destroy accumulation.</p>	<p><i>Disposition Approved</i></p>
19.(31)	<p>Medical Reports, 1950 - 1962</p> <p>Arranged: Chronological Volume: 10 cubic feet</p> <p>Form used daily for each infirmary patient listing medicine prescribed and general nursing notes such as temperature, blood pressure, weight, etc. No copy of this report is sent to Springfield. Pertinent information is recorded in the Medical-Clinical Case Record, which is transferred to Quincy with each member.</p> <p>Recommendation: Destroy accumulation.</p>	<p><i>Disposition Approved</i></p>
20.(34)	<p>Store Ledger Cards, 1957 - 1962</p> <p>Arranged: Chronological Volume: Less than 1 cubic foot</p> <p>Basic information relative to the operation of Store is posted from Storekeeper's Requisitions to Store Ledger Card. This was a perpetual inventory system and a recapitulation of the items received and issued.</p> <p>Recommendation: Destroy accumulation after internal audit and audit under the supervision of the Auditor General.</p>	
21.(35)	<p>Bid Listings, 1957 - 1962</p> <p>Arranged: Chronological Volume: Less than 1 cubic foot</p> <p>File consists of bids and listings of items required and indication<sup>of</sup> 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 4 years. <u>Supersedes 58-53, Item #2, October 10, 1958.</u> <u>62-37 30</u></p> <p>Recommendation: Destroy accumulation after internal audit.</p>	<p><i>Spby 63-4, #32  Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
22.(36)	<p>Complaint to Vendor and/or Shipper, 1957 - 1962</p> <p>Arranged: Chronological Volume: 1/2 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. Files are used chiefly as a basis for elimination of chronic offenders from future bidding lists. No purpose is served by retention after one biennium.</p> <p>Recommendation: There are no unresolved complaints, therefore, destroy accumulation.</p>	<p><i>Disposition Approved</i></p>
23.(57)	<p>Power Plant Operating Records, 1957 - 1962</p> <p>Arranged: Chronological Volume: 1/4 cubic foot</p> <p>Monthly reports such as Chief Engineer's operation report, water and electric current report, boiler room and daily power plant operations.</p> <p>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 the Division of Architecture in Springfield. Daily and monthly recapitulation records should be retained five years.</p> <p>Recommendation: Destroy accumulation.</p>	<p><i>Disposition Approved</i></p>
24. <sup>58</sup> (58)	<p>Bank Accounting and Disbursement Records, 1949 - 1958 (Trust Fund)</p> <p>Arranged: Chronological by year, month and day Volume: 2 cubic feet</p> <p>Trust Fund - non-appropriated monies. Monies deposited to the accounts of individual members are incorporated in Trust Fund and withdrawals are made for local purchases by means of check. File of deposit slips, check stubs and bank statements relating to operation of this Fund. Bank accounting records for 1959 - 1962 are to be transferred to Quincy, where they will be destroyed in accordance with that Institution's Schedule, (#61-69, Dated 9/13/61).</p> <p>Recommendation: Destroy accumulated records between 1949 - 1958. Records for this period have been audited.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
25.(59)	<p>Transmittal Records (To &amp; From Treasurer), 1957 - 1962</p> <p>Arranged: Chronological Volume: Less than 1 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"> <li>A. Duplicate copy of Institution Receipt for Miscellaneous Collections.</li> <li>B. Duplicate copies of remittance from the Institution/the Department of Mental Health, Springfield (Form 104 - Mental Health) for transmittal to State Treasurer.</li> <li>C. Original copy of receipt from Office of the State Treasurer.</li> </ul> <p>Recommendation: Destroy accumulation after internal <sup>and audit</sup> under the supervision of the Auditor General.</p>	Disposition Approved
26.(63)	<p>Summary of Store Accounts, 1957 - 1962</p> <p>Arranged: Chronological Volume: Less than 1 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: Destroy accumulation after internal audit.</p>	Disposition Approved
27.(64)	<p>Pest &amp; Insect Control Reports, 1957 - 1962</p> <p>Arranged: Chronological by year and month Volume: Less than 1 cubic foot</p> <p>Pest Control Services are performed by institutional employees. An inspection report is made weekly. Original is forwarded to institution Business Office, copy retained in exterminator's office. A quarterly report on conditions and cost account is forwarded to General Office, Fiscal Service, Springfield. Records serve no purpose after two years.</p> <p>Recommendation: Destroy accumulation.</p>	Disposition Approved
28.(71)	<p>Telephone Records, 1957 - 1962</p> <p>Arranged: Chronological Volume: Less than 1 cubic foot</p> <p>File of forms and ledger books in which are recorded the outgoing long distance phone calls of the institution. Forms and ledger books 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.</p> <p>Recommendation: Destroy accumulation.</p>	Disposition Approved



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
9.( )	<p>Fiscal Accounting Ledger Books &amp; Sheets</p> <p>Arranged: Chronological Volume: 4 cubic feet</p> <p>A. Voucher Register, Jan. 1950 - June 1950 Listing of vouchers and appropriations showing vendor's name and account credited. This has been audited. Recommendation: Destroy</p> <p>B. Monthly Trial Balance Ledger Book, 1923 - 1961 Monthly listing of trial balances. This has been audited. Recommendation: Destroy</p> <p>C. General Ledger Book, 1923 - 1961 (2 volumes) Lists appropriations, expenses, inventory accounts, inventory transfers and Miscellaneous Collections. These have been audited. Recommendation: Destroy</p> <p>D. Alphabetical Firm Ledger Book, 1942 - 1954 (1 volume) Listing of vouchers paid to vendors. This has been audited. Recommendation: Destroy</p> <p>E. General Accounting Ledger Books, 1957 - 1962 Functional Accounting Ledger Sheets Voucher Register Sheets Invoice Journal Sheets These ledger sheets and books are used to indicate payment of invoice-vouchers and to determine accounts payable at end of each month. Functional Accounting Sheet indicates charges of expenses to functions. Reports based on information entered in books and on sheets are submitted semi-annually to General Office, Fiscal Service. Recommendation: Destroy upon completion of internal audit and audit under sponsorship of Auditor General.</p>	<p><i>Disposition Approved</i></p> <p><i>Disposition Approved</i></p> <p><i>Disposition Approved</i></p> <p><i>Disposition Approved</i></p>
10.( )	<p>Visitors' Register, 1940 - 1962 (1 volume) Listing of persons who have visited individual members of Widows' Home. Recommendation: Destroy</p>	