

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 65-10  
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APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

AGENCY  
**Department of Children and Family Services**

DIVISION  
**Child Welfare**

SUBDIVISION  
**(Branch, Regional and General Office  
also includes cases in State Records Center)**

RECOMMENDATION:  
*approved*  
**Paul Powell**  
ARCHIVIST  
*3/19/65*  
DATE

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.

**Donald Brichland**  
HEAD OF AGENCY  
*3/19/65*  
DATE

STATE RECORDS COMMISSION APPROVAL:  
**Clayton Walton**  
SECRETARY

**March 3, 1965.**  
DATE

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

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
( )	<p><b>(TOTAL ACCUMULATION OF RECORDS - APPROXIMATELY 40,000 CASES)</b></p> <p><b>Child Welfare Service Case Records, 1942-</b></p> <p><b>DEFINITION:</b> A Case Record is defined as that official record of Department of Children and Family Services facility which contains a compilation of copies of legal documents, identifying social information, medical and dental recommendations, school reports, psychological and psychiatric findings and recommendations, correspondence and other related items.</p> <p>Records relate to all types of services such as Adoption, Foster Home Placement, Inter State Cases, Veterans Children, Inter Agency Service and other areas of General Services for children.</p> <p><b>Recommendation:</b></p> <p>A. Destroy all case records closed prior to 1 January 55 which are stored in Branch or Regional offices and/or State Records Center.</p> <p>B. Records subsequent to 1 January 55, relating to Adoption, Foster Home Placement, Family and Un-Married Mother records are to be retained fifteen (15) years from the year of closing and then may be destroyed.</p>	<p><i>Relate to 62-40</i></p> <p><b>Disposition Approved</b></p>

APPLICATION FOR AUTHORITY TO  
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(CONTINUATION SHEET)

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4-1A

ITEM  
NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Note: Retain these closed records five (5) years in Branch or Regional offices, then forward to State Records Center for ten (10) year retention and disposal.

- C. All other types of service records subsequent to 1 January 55 are to be retained in Branch or Region for five (5) years after year of closing, and then may be destroyed.

Note: These records will not be forwarded to Records Center.

In preparing records for storage all un-essential items are to be destroyed. Only the following materials shall be retained in the closed files:

- a. Complete family and/or child's face sheet posted to date of closing.
- b. Narrative recording posted to date of closing, including last known address of child, family or unmarried mother.
- c. Copies of all legal documents such as dependency decree, birth certificate, marriage certificate, adoption records, court orders and all other legal documents.
- d. Records of medical and dental recommendations including medical and surgical consent forms.
- e. School reports and related materials.
- f. Reports of psychological, psychiatric and other findings and recommendations.