

STATE RECORDS COMMISSION

FORM-1

APPLICATION NO. **66-36**
 PAGE 1 OF 2 PAGES.

APPLICATION FOR AUTHORITY TO
 DISPOSE OF STATE RECORDS

CHILDREN AND FAMILY SERVICES
 DIVISION
Planning, Research and Statistics
 SUBDIVISION
Statistics

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.

Cyril H. [Signature]
 HEAD OF AGENCY

8/25/66
 DATE

RECOMMENDATION:
Approved
Paul Powell 10/3/66
 ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:
[Signature]
 CHAIRMAN
Clyde C. Walton
 SECRETARY

October 11, 1966.
 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
1	<p>Tab Cards - Child Welfare -</p> <p>Dates: 1964- Volume: 1 cubic foot Annual Accumulation: 2 cubic feet Arranged: By decks</p> <p>Cards are keypunched with statistical data on admissions, discharges and movement of persons served by the Department. Cards are used for special research studies for a limited time. Information is compiled into reports or published.</p> <p>Recommendation: Destroy 1964 accumulation now as information has been compiled. Transfer subsequent accumulations to Records Center for retention one (1) year.</p>	<p><i>Disposition Approved</i></p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 66-36

FORM-1A

(CONTINUATION SHEET)

PAGE 2 OF 2 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Tab Cards - Rehabilitation Services-</p> <p>Dates: 1964- Volume: 2 cubic feet Annual Accumulation: 2 cubic feet Arranged: By decks</p> <p>Cards are keypunched with statistical data of characteristics necessary for planning and research for Soldiers' and Sailors' Home, Eye and Ear Infirmary, Community Services to Visually Handicapped, and Visually Handicapped Institute.</p> <p>Recommendation: Destroy 1964 accumulation now. Destroy Soldiers' and Sailors' Home and Community Services for the Visually Handicapped annually after publication. Retain Eye and Ear Infirmary and Visually Handicapped Institute in office for one (1) year, then transfer to Records Center for one additional year. Destroy after a two (2) year total retention.</p>	<p><i>Disposition Approved</i></p>
3.	<p>Tab Cards - Private Agencies and Cook County DPA-CD (Dept. of Public Aid - Children's Division)</p> <p>Dates: 1964- Volume: 3 cubic feet Annual Accumulation: 4 cubic feet Arranged: By decks</p> <p>Cards keypunched with statistical data on admissions, discharges and movement of persons served by the Department. The cards are held for a limited time to provide information for special research studies. Information is reported or published.</p> <p>Recommendation: Destroy 1964 accumulation now. Transfer future accumulations to Records Center for one (1) year retention.</p>	<p><i>Disposition Approved</i></p>
4.	<p>Tab Cards - Division of Schools -</p> <p>Dates: 1965- Volume: 1½ cubic feet Annual Accumulation: 2½ cubic feet Arranged: By decks</p> <p>Cards keypunched to provide statistical data of characteristics necessary for planning and research.</p> <p>Recommendation: Retain two (2) years in office, transfer to Records Center for three (3) additional years, then destroy.</p>	<p><i>Disposition Approved</i></p>