

APPLICATION

SCHEDULE

AGENCY Department of Children and Family Services	DIVISION Rehabilitation Services
SUB-DIVISION	LOCATION OF RECORDS Soldiers' and Sailors' Home

RECORD IDENTITY AND FUNCTION

Give title, earliest date (and last date if discontinued series), volume and annual accumulation (in cubic feet), file arrangement, purpose and work or activity to which records relate, cite any statutory requirements for creation, maintenance or retention.

IDENTITY	
TITLE OF SERIES Admission Ledgers	DATES 1887-1921
VOLUME 100 Bound Volumes	ARRANGED Chronologically by year
ANNUAL ACCUMULATION	
FUNCTION	

Admission Ledgers are bound volumes with consecutively numbered pages, each page having been used for an individual admitted to the Home. Page number becomes the admission number, with a recording made of names, addresses and, in some instances, other personal information.

Authorization Requested (Check all squares and supply information in all blanks which apply).

- Destroy present accumulation. No additional accumulation anticipated. Records have ceased to have value to warrant retention.
- Retain ___ years in office,
 - then destroy.
 - then transfer to State Records Center for ___ additional years.
 - then transfer to State Archives.
 - then microfilm and destroy originals.
 (If microfilming is recommended, complete the following:)
- Agency will microfilm.
 - Agency will retain film copy ___ years.
 - Agency will supply security film copy to Archives-Records Management Division.
- Agency will send originals to Archives-Records Management Division for filming and microfilm copy will be retained by State Archives.
 Agency desires working film copy.
- The above recommendation is supplemented by the following provision:
- This application supersedes application number _____, item (s) _____.

Certification

I hereby certify that the above recommended disposition of records described in this application is in accordance with the retention desired by this agency. I further certify that if the above recommendation provides for microfilming of the described records, such film copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records.

Cyril H. Winkler 5/16/67
 Head of Agency Date

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH SERIES. IF RECORDS ARE CONFIDENTIAL, BLANK SAMPLES MAY BE SUBMITTED.

(FOR RECORDS COMMISSION USE ONLY)

DISPOSITION AUTHORIZATION

- DISPOSITION APPROVED AS REQUESTED
- DISPOSITION NOT APPROVED
- DISPOSITION APPROVED AS REQUESTED WITH THE FOLLOWING AMENDMENT: _____

APPROVALS

ARCHIVES-RECORDS MANAGEMENT

[Signature] ARCHIVIST

STATE RECORDS COMMISSION

[Signature] CHAIRMAN

[Signature] SECRETARY

DATE June 8, 1967

SUMMARY OF APPROVED DISPOSITION
Transfer to custody of State Archivist for microfilming and preservation