

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY
Children and Family Services

DI
Child Welfare

SUBDIVISION
Guardianship Unit

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRANT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

Edward J. Keor
HEAD OF AGENCY

3-24-70
DATE

RECOMMENDATION
Approved

Paul Powell 4/7/70
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

William N. Alderson
SECRETARY

April 8, 1970
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>GUARDIANSHIP FILES 1964 -</p> <p>These files contain copies of documents relating to this Department's guardianship of children. Included are court orders, dependency decrees, consents from the Guardianship Administrator for various actions, correspondence, and other related documents. The original documents are maintained in the child's case record in various district offices. Reference to these closed files is minimal after two years. Documents are in 9 x 12 file folders by child and filed alphabetically by year of closing. Annual accumulation is approximately 12 cubic feet.</p> <p>Recommendation: Retain for two years after closing and then ship to Records Center for storage for an additional three years. Destroy five years after closing.</p>	<p>Disposition Approved</p>