

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 74-747
PAGE 1 OF 1 PAGES.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY
Children and Family Services

VISION
Benefits Division

SUBDIVISION

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.

Maury Lee Lecky
HEAD OF AGENCY

10/10/74
DATE

RECOMMENDATION:

Michael J. Holett 12/09/74
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

John J. ...
CHAIRMAN

William K. Alderfer
SECRETARY

DEC 11 1974
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. **Parental Determination Records**

Dates: 1963 -

Volume: 138 cubic feet

Annual Accumulation: 14 cubic feet

Arranged: Alphabetical and Numerical

Family case files contains all correspondence regarding collection of money from parents or guardians for contributing to the support of a child while under the supervision of the Department of Children and Family Services.

Recommendation: Retain 30 days in office, microfilm, then destroy originals. Send security copy of microfilm to State Archives. Destruction permitted provided audit has been completed under the supervision of the Auditor General, if required, ~~or~~ if no litigation is pending or anticipated. and

"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."

Maury Lee Lecky
(Director)

see 83-1

Disposition Approved

Recommendati
Corrected to
comply with
standard form
adopted 12/11/7