

STATE OF ILLINOIS
STATE RECORDS COMMISSION

75-72

*** APPLICATION NO. _____
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY
Department of Children and Family Services

DIVISION
Information Services

SUBDIVISION
Data Control

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.

W. L. Leiby
HEAD OF AGENCY

11-3-75
DATE

RECOMMENDATION:

Michael J. Howlett 11-25-75
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

John Daly
CHIEF CLERK

William K. Aldinger
SECRETARY

NOV 25 1975
DATE

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

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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Master Cards

Dates: 1964 - 1971
Volume: 20 cubic feet
Annual Accumulation: 2 cubic feet
Arranged: Alphabetical

These cards are used to determine if client has used the services of the Department before.

Partially supersedes 74-36M, Item #1 Master Cards

Recommendation: Destroy accumulation provided audit has been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

Disposition Approved

*** NOTE: 75-68 already assigned --
new number (75-72) issued.

Disposition Approved

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

2. Duplicate Copies of Payment Authorizations CFS-903

Dates: 1969 - 1973
Volume: 54 cubic feet
Annual Accumulation: 9 cubic feet
Arranged: Alphabetical

Disposition
Approved

Duplicate copies of payment authorizations for care of children.

One copy is now filed with the case history in the Parental Determinations Unit.

The duplicate copies are being retained to ensure a copy of the payment authorizations is available for the years 1969 - 1973.

Recommendation: Retain five (5) years in the Records Center and then destroy provided audits have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.