

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 77-63
PAGE 1 OF 2 PAGES.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY
Department of Children and Family Services

DIVISION
Director's Office

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.

Margaret H. Heaney
HEAD OF AGENCY

5-12-77
DATE

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

RECOMMENDATION:

Alan J. Dixon jhl 6/15/77
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

William K. Alderfer
CHAIRMAN
SECRETARY

JUN 15 1977
DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Director's Files (Originals)</p> <p>Dates: 1963 - 1964 Volume: 2 cubic feet Annual Accumulation: None Arrangement: By subject</p> <p>These files contain original records documenting the establishment of this agency (the Department of Children and Family Services) in 1964 and includes the files accumulated under the directorship of Dr. Donald Brieland and into the administration of Mr. Cyril Winking.</p> <p>Includes original budget material establishing the department, correspondence to and from the Governor, letters transmitting bills to members, minutes of Advisory Council, and other various meetings and committee hearings (includes copies of agenda and memos concerning same), folders on original appointments of Special Council, proposed legislation materials concerning the Commission on Services for Children and their Families, sub-committee reports on legislation, administrative correspondence and procedures.</p> <p>Recommendation: Retain copies of original regulations and manual materials in office permanently for reference purposes. Transfer balance of accumulation to Archives for permanent retention.</p>	Disposition Approved

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(CONTINUATION SHEET)

APPLICATION NO. 77-63

PAGE 2 OF 2 PAGES.

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ITEM
NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

2. Director's Files (Originals)

Dates: 1965 -
Volume: 45 cubic feet
Annual Accumulation: 8 cubic feet
Arrangement: By subject

THIS APPLICATION
77-63
Item(s) 2
CANCELLED.
SEE APPLICATION
84-344 Item #1

These records contain the files generated through the Director's Office and includes budget work sheets, other budgetary materials, minutes of staff meetings, interoffice memos, legal opinions relative to the Agency, Advisory Council materials, voluntary agreements concerning children guardianship, reports of meetings attended, administrative correspondence, etc.

Recommendation: Retain two (2) years in office, then transfer to Archives for permanent retention.

Disposition
Approved