

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 77-65

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APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

AGENCY  
**Department of Children and Family Services**

DIVISION  
**Office of Child Development**

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.

*Raymond M. [Signature]*  
HEAD OF AGENCY

*5-17-77*  
DATE

RECOMMENDATION:

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

STATE RECORDS COMMISSION APPROVAL:

*[Signature]*  
CHAIRMAN

*William K. Alderson*  
SECRETARY

**JUN 15 1977**  
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><b>Federal Program Guidelines for Day Care of Children of Migrant Workers</b></p> <p>Dates: 1970 - Volume: 12 cubic feet Annual Accumulation: 2 cubic feet Arrangement: Alphabetical</p> <p>These files contain original copies of Federal Guidelines governing the daily care of children of migrant workers who come into Illinois for seasonal employment.</p> <p>In order to be eligible for the service, the Department, through its contractual agent (the day care center), will determine that (1) the migrant family is mobile and during the time in which day care is provided they are living away from their permanent residence and that current residence is temporary as evidenced by the temporary housing arrangement and the nature of employment; (2) at least 50% of the total annual income of the family is from agricultural or related work; (3) the family gives evidence of plans to either move back to the home state or to another state at the conclusion of the Illinois agricultural season; (4) no service fee will be charged to families who meet the definition of the migrant group.</p> <p>Also includes original copies of Federal Grant Documents relative to the program and any related correspondence (Any agreements contained are renewed annually).</p> <p>This is a program responsible to the Head Start Program.</p>	

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2.	<p><b>Recommendation:</b> Retain five (5) fiscal years in office, transfer to Records Center for additional five (5) years storage, then dispose of, providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p> <p><b>Cost Reimbursement Agreements: Federal Interagency Day Care Requirement Records</b></p> <p><b>Dates:</b> 1977 -  <b>Volume:</b> less than 1 cubic foot  <b>Annual Accumulation:</b> 1 cubic foot  <b>Arrangement:</b> Alphabetical</p> <p>This is a new program to be administered through the Department of Children and Family Services to enable a day care center to purchase the equipment, supplies, and services necessary for the center to meet the Federal Interagency Day Care Requirements.</p> <p>These files include original copies of signed agreements between the Illinois Department of Public Aid and the day care center to allow payment of these purchases (equipment, supplies, and services) through Federal funding (U.S. Department of Health, Education, and Welfare).</p> <p>Also includes original copies of "Requests for Reimbursement" as submitted by the day care center to the Department of Children and Family Services, who reviews the vouchers for accuracy, resolves any discrepancies, then forwards vouchers to the Department of Public Aid for proper payment (agreements are renewed annually).</p> <p>Also includes related correspondence.</p>	<p><b>Disposition Approved</b></p> <p>As Amended</p>
3.	<p><b>Recommendation:</b> Retain five (5) fiscal years in office, transfer to Records Center for additional five (5) years retention, then dispose of, providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p> <p><b>Contracts and Correspondence for the "Welfare Recipient Employment Program in Day Care"</b></p> <p><b>Dates:</b> 1977 -  <b>Volume:</b> less than 1 cubic foot  <b>Annual Accumulation:</b> 1 cubic foot  <b>Arrangement:</b> Alphabetical</p>	<p><b>Disposition Approved</b></p> <p>As Amended</p>

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This is a new program to be administered through the Department of Children and Family Services to enable a day care center to hire staff required to meet Federal Interagency Day Care Requirements.</p> <p>These files include original copies of signed contracts between the Illinois Department of Public Aid and the day care center by which individuals eligible for public financial assistance may be employed by a day care center under provisions of Public Law 94-401, Work Incentive Program (W. I. N.).</p> <p>These individuals, in order to be employed, must be certified as eligible for public assistance by the Department of Public Aid in order to be reimbursed by that agency (Department of Public Aid) through Federal funding (U.S. Department of Health, Education, and Welfare).</p> <p>These files also contain copies of operating guidelines, requests for reimbursements as submitted by the Child Care Provider, and any related correspondence. (Contracts are renewed for one year only.)</p> <p><b>Recommendation:</b> Retain five (5) fiscal years in office, transfer to Records Center for additional five (5) years, then dispose of, providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p> <p><b>General Correspondence</b></p> <p><b>Dates:</b> 1969 -  <b>Volume:</b> 8 cubic feet  <b>Annual Accumulation:</b> 1½ cubic feet  <b>Arrangement:</b> Chronological</p> <p>These files contain all general items of correspondence relating to the Office of Child Development.</p> <p><b>Recommendation:</b> Retain three (3) fiscal years in office, then after weeding out any policy or procedural letters, dispose of remaining accumulation, providing audit has been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	<p>Disposition Approved As Amended</p> <p><i>Admits 84-34 Item 1</i></p> <p>Disposition Approved</p>

4.  
OK

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
<p>5.</p> <p>OK</p> <p>4/20/80</p> <p>(P)</p>	<p><b>Day Care Center Contract Files (Originals)</b></p> <p>Dates: 1970 -  Volume: 10 cubic feet  Annual Accumulation: 2 cubic feet  Arrangement: Chronological and numerical by program and account number</p> <p>This series consists of original executed contracts entered into by private day care centers and the Department of Children and Family Services for the establishment of criteria for funding assistance provided by the Department in conformance with Title XX of the Social Security Act and the Illinois State Plan for Title XX (Federal reimbursement to the Department). Also included in the files are any amendments to the contracts, donation agreements (private sources), bonding verification forms, Equal Employment Opportunity Policy agreements, evaluation reports of day care centers' compliance with terms of the contract completed by the Department's evaluation teams, description of contracting day care center's program entailing budget plan and services provided by the facility, outline of service appeal system for each applicant or recipient of services from the Department and description of procedures under the system, and any related correspondence to the contracts.</p> <p>The contracts are in force for a period of one (1) year. Duplicates of the contracts are maintained by the Financial Management Section of the Department of Children and Family Services.</p> <p>Recommendation: Retain five (5) fiscal years in office, then transfer to the Records Center for an additional five (5) fiscal years, then dispose of, providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>
<p>6.</p> <p>OK</p>	<p><b>Policy and Procedure Development Files (Originals)</b></p> <p>Dates: 1974 -  Volume: 1½ cubic feet  Annual Accumulation: ½ cubic foot  Arrangement: Chronological</p> <p>This file contains any and all documentation of official policies and guidelines adopted or proposed by the Office of Child Development</p>	

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ACTION TAKEN

of the Department of Children and Family Services, including relevant correspondence, memoranda, drafts of proposed policy which were not incorporated as official policy, any statistical studies and/or data gathered by the agency for policy formulation, and formal policy outlines and guidelines prepared for the administration of financial assistance rendered to private day care centers by the Department under Title XX of the Social Security Act.

**Recommendation:** Retain two (2) years in the office, then transfer to State Archives for permanent retention materials documenting policies, procedures, and organization of the agency, then dispose of remaining accumulation, providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

*Disposition Approved*

7.  
OK

Statewide Advisory Committee on Day Care--Minutes, Agenda, and Related Correspondence (Originals)

**Dates:** 1973 -  
**Volume:** 3/4 cubic foot  
**Annual Accumulation:** Negligible  
**Arrangement:** Chronological

These records consist of original minutes and agenda of conferences and meet'ngs held by the Statewide Advisory Committee on Day Care, comprised of members of the private sector (parents, representatives of private day care facilities, interest groups, and associations) and public sector (representatives from Illinois Bureau of Employment Security and staff members of the Department of Children and Family Services) appointed by the Director of the Department of Children and Family Services. The Committee serves as an advisory and informational forum for the Department. Also included is any related correspondence and memoranda documenting the activities of the Committee.

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

*Disposition Approved*

... RETENTION FOR AUTHORITY TO  
**DISPOSE OF STATE RECORDS**  
 (CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
4.	<p><b>Description of the Office of Child Development Performance Standards for Day Care Facilities and Related Self-Assessment/Validation Forms (Originals)</b></p> <p>Dates: 1976 -            Volume: 5 cubic feet            Annual Accumulation: 5 cubic feet            Arrangement: Chronological and Alphabetical by facility</p> <p>This series consists of detailed descriptions of performance standards to be met by private day care facilities for funding assistance administered by the Office of Child Development. Standards are set forth for six facets of the day care facility environment classified as educational needs, health needs, nutrition (food program), administration of the facility, parental involvement, and social services provided. Also included are Self-Assessment/Validation forms for each of the above described components used by day care centers for self appraisal and by the agency for monitoring compliance with all legal, Federal, and Departmental requirements for funding assistance. Duplicates are maintained by the involved facility.</p> <p>Recommendation: Retain five (5) fiscal years in the office, transfer to Records Center for additional five (5) fiscal years retention, then dispose of, providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	<p style="text-align: right;"><i>Disposition Approved</i></p>