

STATE OF ILLINOIS
STATE RECORDS COMMISSION

RM/M RM-7

APPLICATION NO. 77-72

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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

6/10

AGENCY
Department of Children and Family Services

DIVISION
Interstate Compact

SUBDIVISION
DNA

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 M. Kennedy 6-1-77
HEAD OF AGENCY DATE

RECOMMENDATION:

Alan J. Dixon 6/15/77
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

John D. [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	ACTION TAKEN
1	<p>Closed Interstate Child Placement Case Files (Originals)</p> <p>Dates: 1974 - Volume: 15 cubic feet Annual Accumulation: 6 cubic feet Arrangement: Alphabetical by name of child</p> <p>This file includes records related to placement of Illinois Children in another state or placement of children from other states in Illinois. Children are placed by person(s), agency or court into various settings including foster family care, group home care, residential treatment center, institutional care, adoption or placement with relatives. To facilitate the legal and administrative facets of such placements, the majority of states (forty-one at present) belong to the Interstate Compact on the Placement of Children, although agreements may be also negotiated with non-member states. Files include, but are not limited to, summary reports prepared by caseworkers regarding the desirability of prospective placements, reports on the physical, historical and personal characteristics of the child, formal applications to place the child, approval or denial to place the child from the receiving state, status reports on the placement of child, any related correspondence and memoranda, and 5" x 8" card file serving as an index and informational summary.</p>	<p><i>Refer to 82-44</i> <i>Stam 1</i></p>

APPLICATION FOR AUTHORITY TO
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(CONTINUATION SHEET)

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

The length of placement determines how long the file remains open. Duplicates of these records are maintained by the sending and receiving agencies and the administrators involved.

Recommendation: Retain five (5) years in the office after closure of the case, then transfer corresponding 5" x 8" summary cards to the State Archives for permanent retention and dispose of remaining accumulation (by shredding) providing all audits have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

*Disposition
Approved*

2. Service to Other Agencies--Correspondence and Master Cards (Originals)

Dates: 1975 -
Volume: 15 cubic feet
Annual Accumulation: 5 cubic feet
Arrangement: By state, then alphabetical

These files contain correspondence from other states requesting information relative to a particular case. Upon receipt of request, a log of the activity is posted on a 5" x 8" card for future reference, and the request is sent on to the involved area for processing.

Recommendation: Retain two (2) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

*Disposition
Approved*

*Wp/TC
82-41
T/AM
2*