

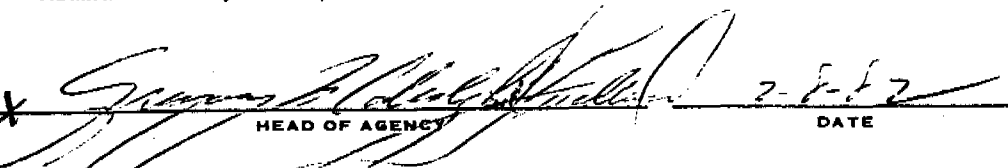
STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 82-20


RM/M RM-7

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS


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AGENCY Dept. of Children and Family Services
DIVISION Internal Audit
SUBDIVISION N/A
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.
 HEAD OF AGENCY DATE <u>2-5-82</u>
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

RECOMMENDATION:

 4/21/82
 ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:


 CHAIRMAN


 SECRETARY

APR 21 1982
 DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Internal Audit Working Files - (Originals)</p> <p>Dates: 1975- Volumes: 38 Cu. Ft. Annual Accumulation: 5 1/2 Cu. Ft. Arrangement: By Administrative Subdivision</p> <p>This record series is comprised of original audit workpapers in the form of notes, audit assignment sheets, preliminary drafts of audit reviews, correspondence and exhibits. These audit working files are compiled and maintained from the performance of internal audits of administrative divisions, sections, units, or agencies/facilities which execute contracts with the Department for services connected with official agency duties and functions.</p> <p><u>Application #65-9, Item no. 23 rewritten to more clearly define the record series contents and to provide for State Records Center storage of the file materials.</u></p> <p>Recommendation: Retain three (3) years in office, then transfer to the State Records Center for three (3) years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>SMC copies 6/5/9 IFW 23</i></p> <p>Disposition Approved</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

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A RM-44A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Official Reports of Internal Audits With Related Papers - (Fair Copies)</p> <p>Dates: 1975- Volumes: 7½ Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Arranged by Administrative Subdivision</p> <p>This file includes the official and finished copies of reports of agency internal audits. The file additionally contains a small amount of related papers in the form of correspondence in reference to the audits and/or drafts of the fair copy official reports.</p> <p><u>Application #85-9, Item no. 23 rewritten to more clearly define the record series contents.</u></p> <p>Recommendation: Retain six (6) years in office, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>Disposition Approved</i></p>
3.	<p>CPA Reports of Financial Audits of Private Child Care Facilities With Related Papers and Correspondence - (Originals) (Annual)</p> <p>Dates: 1977- Volume: 20 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Chronological and alphabetical</p> <p>This record series includes the Department's official copies of reports of financial audits of private child care facilities which execute contracts with the Department for various services connected with official agency duties and functions. These reports are prepared by Certified Public Accountants and are submitted to the Department by the audited child care facilities on an annual (fiscal year) basis in conformance with administrative rule. Related audit review reports, working papers, and correspondence are also contained within this file series.</p> <p><u>Application #85-9, Item no. 23 rewritten to more clearly define the record series contents and to provide for State Records Center storage of the file materials.</u></p> <p>Recommendation: Retain three (3) years in office, then transfer to the State Records Center for seven (7) years retention, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>Disposition Approved</i></p> <p>as amended 4/21/82</p>