

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 82-41
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM M RM-7.1.

AGENCY Department of Children and Family Services
DIVISION Interstate Compact Office
SUBDIVISION
<p>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.</p> <p><i>[Signature]</i> HEAD OF AGENCY</p> <p><u>4/16/85</u> DATE</p>
<p>SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.</p>

RECOMMENDATION:

[Signature] ARCHIVIST 5/15/85 DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature] CHAIRMAN

[Signature] SECRETARY

MAY 15 1985 DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Closed Interstate Child Placement Case Files (Agency Record Copies)</p> <p>Dates: 1974 - Volume: 126 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Alphabetical by the name of the child</p> <p>This file includes records related to the placement of Illinois Children in another state or placement of children from other states in Illinois. Children are placed by a 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.</p> <p>Such placements are subject to compliance with the Interstate Compact on the Placement of Children or the Child Care Act, both of which are administered by the Department of Children and Family Services.</p> <p>Included in the case files are: legal documents; interstate placement contracts; medical, school, psychiatric, psychological and other reports; social history information on the child; home study or other assessment of the proposed placement; supervisory reports; and related correspondence. The agency also maintains a master file card on each case which serves as an index, tracking mechanism and as a summary data source.</p> <p>The length of placement as specified in the language as the "Interstate Compact Law" determines how long the file remains in an open/active status. Duplicates of these records may or may not be retained by the sending or receiving agency.</p> <p>This application is submitted to rewrite State Records Application 77-72, item 1 to provide for permanent retention in the Archives of the closed cases which resulted in an adoption, to reduce the retention period</p>	<p><i>[Handwritten]</i> Report 9-5-87 Item I</p>

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	<p>from permanent retention for the summary cards to five (5) years after closing and to provide for a one(1) year retention period after the file is closed for cases which do not result in the child being adopted.</p> <p>Recommendation: Retain the closed cases which resulted in the child being adopted in the office for one (1) year <u>after</u> all adoption proceedings have been completed, then transfer to the State Archives for permanent retention. Retain those cases which do not result in adoption in the office for one (1) year after the closure of the case and then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated. Retain the summary cards in the office for five (5) years after closure of the case, then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p><i>Disposition Approved</i></p>
<p>2.</p>	<p>Service to Other Agencies Correspondence File and Related Documents (Originals and Duplicates)</p> <p>Dates: 1974 - Volume: 24 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by the Child or Family's Name</p> <p>This record series contains correspondence and service requests from both Illinois parties and parties in other states requesting courtesy service in non-placement cases. An appropriate disposition/response to the service request closed a service to other agency case. Frequently the response consists of either a telephone call or short memorandum. Upon the receipt of a request, a log of the activity is recorded showing the name of the requesting party, the party to whom the request for service/response is directed, the nature of the request for service and a closing statement regarding the disposition of the request. (This information is recorded on form CFS490-4.).</p> <p><u>This application is submitted to rewrite State Records Application 77-72, item 2 to establish retention of this record series to begin after closure of the case.</u></p> <p>Recommendation: Retain the Service to Other Agency records which are referred to Child Protective Service (see State Records Applications 82-52E, item 1 and 82-51M/E, item 1 for disposition of the related case files) in the office for two (2) years after closure of case, then dispose of provided no litigation is pending or anticipated and pro-</p>	<p><i>Disposition Approved</i></p>

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vided all audits have been completed under the authority of the Auditor General, if required.
All other records contained in this record series relating to Service to Other Agencies which are not related to Child Protective Services are to be retained until all administrative use has expired (documentation of the case disposition will be recorded on CFS Form 490-4) then disposed of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.
Retain form CFS 490-4 on all SOA's in the office for two (2) years after closing then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.