

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 82-514/E
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM-7.1

AGENCY

Dept. of Children & Family Services

DIVISION

Division of Child Protection

SUBDIVISION

State Central Registry and all Regional and Field Offices

RECOMMENDATION:

Jim Edgar 8/18/82
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN

Dave Foster
SECRETARY *ms*

AUG 18 1982

DATE

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.

[Signature]
HEAD OF AGENCY

[Signature]
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>"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."</p> <p><i>[Signature]</i></p> <p>"Abused and Neglected Child Reporting Act" 'Indicated' and 'Undetermined' Reports and Investigation/Services Case Files-- (Hard Copy, Computer Tapes, and Microforms)</p> <p>Dates: 1964- Volumes: 242 Cu. Ft. Annual Accumulation: 14 Cu. Ft. Arrangement: Chronological and Alphabetical</p> <p>This record series is comprised of case files of investigations, official Department protective services performed, and reports of suspected child abuse and neglect received or generated by the agency in accordance with the "Abused and Neglected Child Reporting Act," <u>Illinois Revised Statutes 1979, Chapter 23, Paragraph 2051 et seq.</u> Each case file contains the forms received or generated by agency staff to indicate the date and relevant facts surrounding the reported incidents of suspected child abuse and neglect (i.e., forms for 800 line phone reports, teletype reports, etc.), as well as all related investigation and general status reports of case dispositions, including pertinent correspondence. As defined in Paragraph 2053. of the reporting act statute, a report of suspected child abuse or neglect may be classified as "unfounded," "indicated" and "undetermined." <u>This record series is limited to those cases in which the reports are officially categorized as "indicated" or "undetermined"</u></p>	

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ACTION TAKEN

resulting from either the presence of sufficient credible evidence to support the reported allegations or the unavailability of enough information to initiate or complete the investigation necessary for classifying a report as "unfounded" or "indicated."

Limitations on public access to these files may be imposed under authority of Illinois Revised Statutes 1979, Chapter 23, Paragraphs 2061. and 2061.1. Statistical data are extracted from the record series, however, for continuous maintenance by the agency on computer tape in conformance with statutory powers and duties prescribed under Paragraph 2057.7. of the statute. The provisions of Paragraph 2057.14. of the statute constitute the primary basis for the proposed disposition of these files. The agency wishes to microfilm this file series to increase office records storage capability and to facilitate its retrieval. Application #77-105, Item No. 1 rewritten to delineate "Indicated" and "Undetermined" Reports and Investigation/Services Case Files as a separate record series from those case files of "Unfounded" reports.

Recommendation: Microfilm as generated or received or enter all relevant record series data in the agency's computer system for computer output microfilming, then dispose of original paper. All agency use microforms of the record series are to be maintained in office for five (5) years following the final disposition and closure of the respective case(s), then disposed of (by shredding), providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated. Transfer security microfilm copy(s) of the record series (reel film only) to the State Records Center for six (6) years retention, then dispose of (by shredding). All computer tape statistical data compiled from this record series are to be maintained in office until the expiration of administrative value, then transfer to State Archives for permanent retention.

*Disposition
Approved*

2. Transactions and Case File Maintenance Summary Data - (Hard Copy, Computer Tapes, and Microforms)

Dates: 1980-
Volume: 36 Cu. Ft.
Annual Accumulation: Now less than 1 Cu. Ft.
Arrangement: Chronological

This file contains paper formats, microforms (computer output microfiche), and computer tapes of data compiled and generated periodically for summarizing agency transactions effected (i.e., referrals to other parties or agencies, protective custody actions, dates of reports received, dates of investigations commenced or completed, etc.) for the disposition of reports and cases of suspected child abuse and neglect as charged to the agency under the "Abused and Neglected Child Reporting Act," Illinois Revised Statutes 1979, Chapter 23, Paragraph 2051, et seq. These records, regardless of format,

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are only supporting documents used for internal reference to verify transactions or the accuracy and dates of associated or relevant information documented within the reports and corresponding investigation/services case files. The format of computer output microfiche is currently being generated by the agency for the ease and timeliness of administrative access to the record series. The records' previous and current referral rate is the basis for the recommended disposition of this file series.

Recommendation: Retain all record series formats in office or other agency procured storage facilities for two (2) years, then erase and/or dispose of (by shredding), providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated. No formats of this record series are to be transferred to State Archives or to the State Record Center for storage or preservation.

*Disposition
Approved*