

JIM EDGAR  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

APPLICATION NO. 82-94  
PAGE 1 OF 3 PAGES.

RM-7.1

AGENCY <u>Dept. of Children and Family Services</u>	RECOMMENDATION:  <i>Jim Edgar</i> / 1/19/83 ARCHIVIST DATE
DIVISION <u>Div. of Youth and Community Services</u>	STATE RECORDS COMMISSION APPROVAL:  <i>John [unclear]</i> CHAIRMAN <i>Olive Foster [unclear]</i> SECRETARY <b>JAN 19 1983</b> DATE
SUBDIVISION <u>--</u>	
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.	
<i>[Signature]</i> HEAD OF AGENCY	<i>[Signature]</i> 12/27/82 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
----------	---------------------------------------	--------------

*Minutes of Staff Meeting and of the Youth Roundtable (Originals)*

*Dates: July 1981-  
Volumes: 1/2 Cu. Ft.  
Annual Accumulations: 1/2 Cu. Ft.  
Arrangement: Chronological*

*The Division of Youth and Community Services is responsible for administering contracts to various community service agencies throughout the state to provide services to youth such as shelter, counseling, foster care, etc. to children who may be considered truancy problems or juvenile offenders, the goal being to provide services to children to keep problem children from becoming wards of the court.*

*The Youth Roundtable comprised of 60-70 members from the Governor's Office, Department of Children & Family Services Staff and representatives from various Community Services Agencies was formed in July of 1981, to meet (3-4 times per year) to discuss on-going progress of current projects, new issues and projects, potential and pending legislation, to assess the needs of the youths around the State who might become wards of the court and to make recommendations to the Department of Children & Family Services concerning programs to meet the needs of these youths.*

*This record series contains posting notices of meeting dates, letters to members of the Roundtable concerning notification of meetings, agendas and minutes of the meetings.*

*This record series also contains minutes of management and staff meetings conducted twice a month on an informal basis to discuss actions to be taken by the Department to prevent youths from becoming wards of the court.*

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 92-94

PAGE 8 OF 3 PAGES.

A RM-44A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p><i>Recommendations: Retain in the office for three (3) years, then transfer to the State Archives for permanent retention.</i></p> <p><i>Administrative Correspondence (Originals and Duplicates)</i></p> <p><i>Dates: July 1981 -</i> <i>Volumes: 28 Cu. Ft.</i> <i>Annual Accumulation: 30 Cu. Ft.</i> <i>Arrangement: Alphabetical</i></p> <p><i>This record series contains monthly program progress reports; statistical reports showing the year-to-date statistics for each program in each region detailing for example, the number of referrals, tables of ages of youths being served, a break-down of participants in the program by race and sex, 24 hour crisis hot-line tallies, and various reports showing the number of persons served and the types of services provided and evaluation studies and reports prepared by the staff.</i></p> <p><i>Also included are correspondence to and from the Director, program staff, the Governor's office and various youth interest groups concerning the administration of the programs administered by the Division of Youth and Community Services and various administrative directives concerning policy and procedures in the division.</i></p>	<p><i>Disposition Approved</i></p>
3.	<p><i>Recommendations: Retain in the office for three (3) years then with the joint review and cooperation of the staffs of the Archives and the Department of Children and Family Services weed files and upon completion of an approved State Records Disposal Certificate dispose of all records possessing insufficient value for further retention.</i></p> <p><i>All accumulations remaining after such reviews and disposals are to be transferred to the State Archives for permanent retention.</i></p> <p><i>Requests For Proposals ("RFP's) and Review Reports (Originals)</i></p> <p><i>Dates: July 1981-</i> <i>Volumes: 38 Cu. Ft.</i> <i>Annual Accumulation: 40 Cu. Ft.</i> <i>Arrangement: Chronological/Alphabetical</i></p> <p><i>This record series consists of correspondence to community service agencies in Illinois requesting proposals to provide community services to youths in their geographic area. Community services agencies may be either local government agencies or private agencies funded through a combination of Title XX Funds, local government and state funds. Agencies may submit proposals to provide counseling, foster care, shelter care or comprehensive services.</i></p> <p><i>Several times each fiscal year the department sends out requests for proposals to any community service agency which has ever expressed an</i></p>	<p><i>Disposition Approved</i></p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. **82-94**

PAGE **3** OF **3** PAGES.

A RM-44A

Form  
NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

*Interest to the Department that their agency is interested in providing one of the aforementioned services to area youth. (Currently approximately 1200 agencies are being contacted.*

*Also included are requests for proposals to provide services to any agency wanting to apply for a grant for the United Delinquency Intervention Service program ("UDIS"). "UDIS" was transferred from the Department of Corrections to the Department of Children and Family Services in May of 1982.*

*Each bid submitted for the above programs is reviewed by a panel consisting of a member(s) from the DCFS legal section, budget section, and from the advisory council.*

*This record series also contains the reviewer's score sheets, summaries and recommendations to the Director, letters of denial or acceptance and the Director's memo to the Division detailing his or her decision, as the final decision is made by the Director of DCFS.*

*The agency requires the community service agencies submitting proposals to submit six (6) copies to the agency, five copies are for reference purposes for the reviewing panel members and one copy serves as the agency record copy.*

**Recommendation:** *Retain in the office for two (2) fiscal years after the bids are let, then transfer to the State Records Center for four (4) fiscal years then dispose of provided all audits (federal and state) have been completed under the authority of the Auditor General and provided no litigation is pending or anticipated.*

**Disposition  
Approved**

*Refer to  
84-34  
Item I*