

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 85-81
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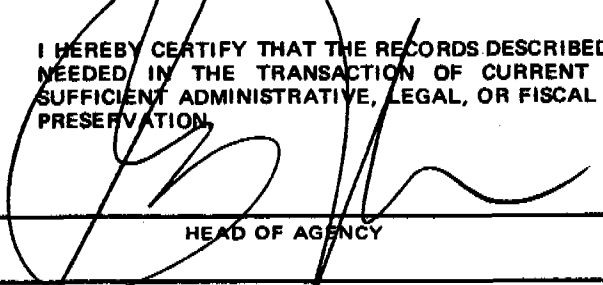
M RM-7.1

AGENCY Department of Children & Family Services


DIVISION Management and Budget

SUBDIVISION Children's Financial Benefits/Collections Unit


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.


X  _____ 9/20/85
HEAD OF AGENCY DATE

RECOMMENDATION:

 9/18/85
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

 _____
CHAIRMAN

 _____
SECRETARY

SEP 18 1985

DATE _____

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.	ACTION TAKEN
1.	<p>Care and Maintenance Collections Files (Agency Record Copies)</p> <p>Dates: 1977 - Volume: 79 Cu. Ft. Annual Accumulation: 6 Cu. Ft. Arrangement: Alphabetical by child's name</p> <p>This record series consists of files documenting the assessment of the natural parents or legal guardians ability to reimburse the department for the care of foster children under the custody of the Department of Children and Family Services. Included in these files are copies of bills, cancelled checks, copies of income tax returns and W-2's of the natural parent's or legal guardians, telephone call documentation, credit adjustment notations, hearing correspondence and other related correspondence.</p> <p>Recommendation: Retain in the office for two (2) fiscal years, then transfer to the State Records Center for eighteen (18) fiscal years then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General.</p>	<p>Refer to 91-14 Item 4</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>Care and Maintenance Ledgers (Originals)</p> <p>Dates: 1964 - Volume: 28 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Alphabetical</p> <p style="margin-left: 400px;">CFS 914</p> <p>This record series consists of ledgers of monthly billings to parents or guardians of the estates of children, for the amount of determined liability and monies received. These ledgers are posted monthly and are closed when the applicable account has been paid in full and there are no additional charges.</p> <p><u>Application 81-100, item 1 rewritten to reflect current administrative jurisdiction of the record series.</u></p> <p>Recommendation: Retain in the office until closure of the ledger account, then transfer to the State Records Center for twenty (20) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if required, and provided no litigation is pending or anticipated.</p> <p>Care and Maintenance Receipts (Currently CFS 916-1) (Originals)</p> <p>Dates: 1964 - Volume: 25 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of the agency's record copies of receipts issued to payers of funds remitted for child care charges.</p> <p><u>Application 81-100, item 2 rewritten to reflect current administrative jurisdiction of the record series.</u></p> <p>Recommendation: Retain in the office for two (2) fiscal years, then transfer to the State Records Center for eighteen (18) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if required, and provided no litigation is pending or anticipated.</p>	<p align="right">REFER TO 91-14 ITEM 3</p> <p align="right">Disposition Approved</p> <p align="right">Disposition Approved</p>

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

4. Care and Maintenance Billing Register (Currently CFS 916-2) (Originals)

Dates: 1964 -
Volume: 27 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Chronological

This record series serves as an ongoing posting of all transactions providing a record of monthly activity in the care and maintenance accounts.
Application 81-100, item 3 rewritten to reflect current administrative jurisdiction of the record series.

Recommendation: Retain in the office for two (2) fiscal years, then transfer to the State Records Center for eighteen (18) fiscal years retention, 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.

*Disposition
Approved*

5. Notice of Charge Forms (Currently CFS 916-3) (Originals)

Dates: 1964 -
Volume: 28 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Numerical

This form is prepared and utilized by the agency to establish, revise or stop a charge for child care.

Recommendation: Retain in the office for two (2) fiscal years, then transfer to the State Records Center for eighteen (18) fiscal years 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.

*Refer to
91-14
Item
3*

*Disposition
Approved*

6. Debit and Credit Adjustment Forms (Forms CFS 916-10 and 916-11)

Dates: 1964 -
Volume: 26 Cu. Ft.
Annual Accumulation: 1½ Cu. Ft.
Arrangement: Numerical

These forms are prepared and used to either authorize an additional charge for child care or authorize a credit toward the balance due in an account for child care.

Application 81-100 items 10 and 11 rewritten to reflect the current administrative jurisdiction of this record series.

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FORM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Recommendation: Retain in the office for two (2) fiscal years, then transfer to the State Records Center for eighteen (18) fiscal years, then dispose of provided all audits have been completed under the authority of the Auditor General and provided no litigation is pending or anticipated.</p>	Disposition Approved
7.	<p>Receipt Posting Data Reports - Form R-10-R (Agency Record Copies)</p> <p>Dates: 1977 - Volume: 8 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p align="center"><i>See 88-25 2</i></p> <p>This form is maintained as a record of refunds received from natural parents or guardians for collectible funds for child care previously paid out by the Department of Children and Family Services. Data from this form showing the amount of the refund and the amount of money owed the Department is then entered into the Department's computer record keeping system.</p> <p>Recommendation: Retain in the office for six (6) fiscal years, 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>	Disposition Approved
8.	<p>Foster Parent Overpayment Statements (Agency Record Copies)</p> <p>Dates: 1974 - Volume: 3 Cu. Ft. Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p align="center"><i>See 88-25 3</i></p> <p>This record series consists of computer generated statements showing the overpayment of money to foster parents.</p> <p>Recommendation: Retain in the office for six (6) fiscal years, then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General.</p>	Disposition Approved
9.	<p>Foster Parent Correspondence (Agency Record Copies)</p> <p>Dates: 1974 - Volume: 9 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of correspondence concerning the overpayment of money to foster parents and copies of cancelled checks.</p>	Disposition Approved

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FILE NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Recommendation: Retain in the office for six (6) fiscal years after the closure of the case, 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.

Disposition Approved

10. General Correspondence

Dates: 1974 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: By subject

This record series consists of general correspondence received or generated by the unit concerning the general operation of the office.

Recommendation: Retain in the office for three (3) years 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.

Disposition Approved

Refer to 90-6 1/2 Term