

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM-7.1

Department of Children and Family Services

DIVISION

Management and Budget

SUBDIVISION

Office of Collections

RECOMMENDATION:

Jim Edgar 5/18/88
ARCHIVIST 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.

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN
Michael Devine
SECRETARY

05/03/88

HEAD OF AGENCY
GORDON JOHNSON

DATE

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

DATE

DESCRIPTION OF ITEMS OR RECORD SERIES

ITEM NO.

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

Account Cards (Non Collectable) (Original)

Dates: 1967 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical by topic

This record series consists of a key financial document which reflects unpaid accounts within the Department of Children and Family Services. The account may be defined as "uncollectable" and written-off pursuant to Ill. Rev. Stat., 1986 Supplement, Chapter 15, Paragraph 102). The cards serve as a means of bookkeeping and provide monetary data for possible collections.

Contents of the record series involve name of parents, address, identification number, amount of assessment, record of payments, and balance due. The Department of Children and Family Services maintains original documents. However, the record series is distributed to the State Comptroller if the uncollectable debt is greater than \$1000.

Recommendation: Retain in the office for three (3) years after the account has been declared "uncollectable" by the above agency and/or the Attorney General, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved**

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DISPOSE OF STATE RECORDS**

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

2. Receipt Posting Data Report(s) with Copies of the Receipts as Posted and Related Correspondence (Originals or Record Copies)

Dates: 1980 -
Volume: 18 Cu. Ft.
Annual Accumulation: 2½ Cu. Ft.
Arrangement: Chronological and numerical

The Receipt Posting Data Report is an original DCFS Office of Collections receipts posting form for Care and Maintenance charges collected by the Department. The funds documented are mostly for child care in appropriate settings (foster care, etc.) and are collected by the Department after legally assuming supervision and/or wardship of a minor child. The posting form contains standard entries which include: account number; numerical identifier of type of care; identifier of child; Region Code Number; period covered by the refund, and photo copies of checks received in payment on accounts.

Related correspondence documenting collection and posting activities and copies of receipts as posted are included within the scope of this series. In regard to the open or closed status of the accounts documented within this series, this group of files contain both open and closed accounts.

Application 85-81, item 7 rewritten to revise the record series description and to establish the closure of accounts documented as a condition for the record series retention period and subsequent disposal.

Recommendation: Retain in the office for six (6) years following the closure of the corresponding accounts, then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

*Disposition
Approved*

*Suppl. 2/25
85-81-9*

3. Computer Printout Board Payment Credit Statements

Dates: 1979 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This computer printout is used as general reference to child care board payments issued by the Department and is also used by the Office of Collections to determine and correct and/or recoup erroneous over-payments to foster parents. The recommended three (3) year retention period for this series is sufficient for all unit reference and collections activities.

Application 85-81, #8 rewritten to reduce the record series retention period to three (3) years from six (6) years.

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Recommendation:

Retain three (3) 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 or anticipated.

*Disposition
Approved.*