

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 88-58E
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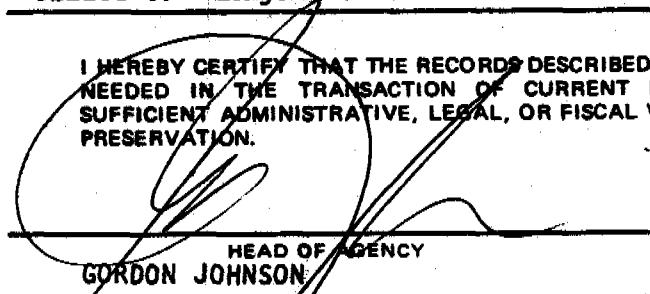
SM-7.1

Department of Children and Family Services


DIVISION
Youth and Community Services and Management and Budget

SUBDIVISION
Office of Management Resources and Information Services

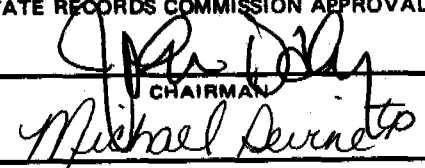

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

 01/10/89
HEAD OF AGENCY DATE
GORDON JOHNSON

RECOMMENDATION:

 2/15/89
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

 CHAIRMAN
 SECRETARY
FEB 15 1989
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>Parents Too Soon Participant Event Forms - Confidential (Original)</p> <p>Dates: 1981 - Volume: 10 Cu. Ft. Annual Accumulation: 3½ Cu. Ft. Arrangement: Numerical by agency/report month</p> <p>This record series consists of the Parents Too Soon Participant Event Forms maintained by the Division of Youth and Community Services, Ill. Rev. Stat. 1987, ch. 23, par. 5017. The Parents Too Soon Program is a cooperative effort of several state agencies coordinated by the Department of Public Health to promote the health and well-being of adolescent parents and to assist women whose pregnancies pose health risks. In addition, the data are entered on the agency's computer system from 1981 to the present. No purge or supersedence of the computer information now exists.</p> <p>The forms generally contain follow-up data on significant life changes/ events of program participants (i.e., number of subsequent pregnancies). Specific information includes: participant's name, social security number, date of birth, race, sex, living arrangement and service provider's title. A copy of this form is retained with the provider agency.</p> <p>Because this record series contains files and personal information with respect to clients receiving social, medical, educational, vocational, financial or custodial care; they are considered confidential and are exempt from public disclosure pursuant to Ill. Rev. Stat. 1987, ch. 16, par. 207, sec. 7b(i) ("Freedom of Information Act"). (The Commission is advised that other related record series "Client Status Reports", "Patient Charts", and</p>	

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DDM M NM-7a

30.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>"Status Report Tally Sheets" of the "Southern Seven Health Departments" are described in Local Records Application 87:310 and respectively retained for three (3) years, five (5) years after inactivation of service program, and four (4) years.).</p> <p>Recommendation: Retain hard copy in office for two (2) years, 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. Due to the confidentiality of the series, the method of disposal should be by shredding. Retain in office on a permanent basis record series data contained in computer tape/disc formats until a State Records approved records retention schedule is prepared for the disposition of the data.</p>	<p>deferred 11/16/88</p> <p><i>Disposition Approved</i></p>
2.	<p>Youth Employment Referral Forms (Original)</p> <p>Dates: 1982 - Volume: 5 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Numerical by region/agency number</p> <p>This record series consists of the Youth Employment Referral Forms maintained by the Division of Youth and Community Services pursuant to Ill. Rev. Stat. 1987, ch. 23, par. 5017. The forms generally contain personal information retained on youths seeking referrals for participation in job placement programs (i.e., interview techniques, resume writing) sponsored by various agencies under the auspices of the Job Training Partnership Act (JTPA). In addition, the data are entered on the agency's computer system from 1982 to the present. No purge or supersedence of the computer information now exists.</p> <p>The forms contain entries consisting of the participant's name, social security number, date of birth, race, sex, living arrangements and the service provider's name. A copy of this form is retained by the provider agency and the regional youth service coordinator.</p> <p>Because this record series contains files and personal information with respect to clients receiving social, medical, educational, vocational, financial or custodial care; they are considered <u>confidential</u> and are exempt from public disclosure pursuant to <u>Ill. Rev. Stat. 1987, ch. 116, par. 207, sec. 7b(i) ("Freedom of Information Act")</u>.</p>	

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NS 88-7.

NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Recommendation: Retain hard copy in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Due to the confidentiality of the series, the method of disposal should be by shredding. Retain in office on a permanent basis record series data contained in computer tape/disc formats until a State Records Commission approved records retention schedule is prepared for the disposition of the data.</p>	<p>deferred 11/16/88 <i>Disposition Approved</i></p>
<p>3. Youth Service Information System Source Document (Original)</p> <p>Dates: 1981 - Volume: 60 Cu. Ft. Annual Accumulation: 15 Cu. Ft. Arrangement: Alphabetical by name, numerical by file number</p> <p>This record series consists of forms which document services for youths who come in contact with child welfare or juvenile justice systems, <u>Ill. Rev. Stat. 1987, ch. 23, par. 5017</u>. Specifically, the papers document the agency's contractual relationship with private service providers and display types of services for each participating client. In addition, the data are entered on the agency's computer system from 1981 to the present. No purge or supersedence of the computer information now exists.</p> <p>Data of the record series consists of case identification number, client name, first service date, date of birth, referral data, and provider's name. The documents are original to the above department. No circulation of the form exists.</p> <p>Because this record series contains files and personal information with respect to the clients receiving social, medical, educational, vocational, financial or custodial care; they are considered <u>confidential</u> and are exempt from public disclosure pursuant to <u>Ill. Rev. Stat. 1987, ch. 116, par. 207, sec. 7b(i) ("Freedom of Information Act")</u>.</p>	<p>Recommendation: Retain hard copy in office for two (2) years, 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. Due to the confidentiality of the series, the method of disposal should be by shredding. Retain in office on a permanent basis record series data contained in computer tape/disc formats until a State Records Commission approved records retention schedule is prepared for the disposition of the data.</p>	<p>deferred 11/16/88 <i>Disposition Approved</i></p>

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
4.	<p>Parents Too Soon Participant Intake Forms (Originals)</p> <p>Dates: 1982 - Volume: 4 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by year, numerical by file number</p> <p>This record series consists of papers which document counseling situations for youth under the Parents Too Soon Program, <u>Ill. Rev. Stat. 1987, ch. 23, par. 5017</u>. The forms are used as future reference for professional staff and to improve sociological status of clients (i.e., pregnancy prevention and teen parents). In addition, the data are entered on the agency's computer system from 1982 to the present. No purge or supersedence of the computer information now exists.</p> <p>Entries of the record series consists of case identification numbers, name of client, client background information (i.e., address, social security number, sex) and survey data. The documents are originals. Copies of the record series are transmitted to the Department of Public Health (see item 1 of State Records Application 85-29M).</p> <p>Because this record series contains information relevant to clients receiving social, medical, educational, vocational, financial or custodial care; they are considered <u>confidential</u> and are exempt from public disclosure pursuant to <u>Ill. Rev. Stat. 1987, ch. 116, par. 207, sec. 7b(i) ("Freedom of Information Act")</u>. (The Commission is advised that other related record series "Client Status Report", "Patient Charts", and "Status Report Tally Sheets" of the "Southern Seven Health Departments" are described in Local Records Application 87:310 and respectively retained for three (3) years, five (5) years after inactivation of service program, and four (4) years.)</p> <p>Recommendation: Retain hard copy in office for five (5) years, 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. Due to the confidentiality of the series, the method of disposal should be shredding. Retain in office on a permanent basis record series data contained in computer tape/disc formats until a State Records Commission approved records retention schedule is prepared for the disposition of the data.</p>	<p>deferred 11/16/88</p> <p>Disposition Approved</p>
5.	<p>Parents Too Soon Service Logs (Original)</p> <p>Dates: 1984 - Volume: 8 volumes Annual Accumulation: 2 volumes Arrangement: Chronological by year, numerical by file number</p>	

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

This record series consists of logs, which record the miscellaneous services delivered by "approved providers" for program participants. The volumes are used to identify the service providers and to account for time spent for various counseling sessions. In addition, the data are entered on the agency's computer system from 1984 to the present. No purge or supersedence of the computer information now exists.

Data of the record series consists of the agreement number, service provider code, participant number and number of hours per session. The records are original to the above agency. No circulation of the series exists to other departments of state government. (The Commission is advised that other related record series "Client Status Reports", "Patient Charts", and "Status Report Tally Sheets" of the "Southern Seven Health Departments" are described in Local Records Application 87:310 and respectively retained for three (3) years, five (5) years after inactivation of service program and four (4) years).

Recommendation:

Retain hard copy in office for two (2) years, 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. Retain in office on a permanent basis record series data contained in computer tape/disc formats until a State Records Commission approved records retention schedule is prepared for the disposition of the data.

deferred
11/16/88

*Disposition
Approved*