

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 89-46M
PAGE 1 OF 2 PAGES.

FORM SR RM-7.1

AGENCY Department of Children & Family Services
DIVISION Policy & Planning
SUBDIVISION Office of Planning & Monitoring Evaluation

RECOMMENDATION:

Jim Edgar 6/21/89
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:

James D. ...
CHAIRMAN

Michael ...
SECRETARY

JUN 21 1989

DATE

HEAD OF AGENCY
GORDON JOHNSON

DATE
May 9, 1989

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
	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.	

"I hereby certify that the microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."

Gordon Johnson
GORDON JOHNSON

1. IPMRS (Integrated Planning & Monitoring Reporting System) Records (Originals)

Dates: 1982 -
Volume: 105 Cu. Ft.
Annual Accumulation: 27 Cu. Ft.
Arrangement: Chronological by year, numerical by file number

This record series consists of integrated planning and monitoring reports, maintained by the division of Policy & Planning, (Ill. Rev. Stat. 1987, Ch. 23, Par. 5006b). These reports monitor the case loads and activities of the field staff members.

The reports generally contain the report name, the date, the date run on the computer, month which the report relates to, the office informational services telephone number, general title, summary title for each individual report, different codes and key codes. The originals are maintained by the office of Planning & Monitoring Evaluation. Reference copies of various sections of the reports are sent to the appropriate field office, Supervisor and individual field staff member. (The reports for the years 1982-1985 are on microfilm, and have been maintained only in hard copy from 1985 to the present).

**APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS**

(CONTINUATION SHEET)

APPLICATION NO. 89-46M

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RM 89-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
Recommendation:	<p>A) Retain hard copy printouts (which are not microfilmed) in office for two (2) years, then transfer to the State Records Center for eight (8) years retention, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p> <p>B) Hard copy documents on microfilm are to be disposed of upon completion of microfilming. Agency use microfilm is to be retained in office for ten (10) years, the dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Security microforms (reel film only) are to be transferred to the State Records Center for ten (10) years, the dispose of.</p>	<p><i>Disposition Approved as amended</i></p>