

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 95-97

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STATE OF ILLINOIS
STATE RECORDS COMMISSION

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Department of Children & Family Services

DIVISION

Program Support

SUBDIVISION

Federal Financial Participation

PURSUANT TO THE PROVISIONS OF THE "STATE RECORDS ACT" (5 ILCS 160/1 ET SEQ.), I HEREBY REQUEST AUTHORITY TO DISPOSE OF STATE GOVERNMENT RECORDS ACCORDING TO THE SCHEDULE WHICH FOLLOWS. I CERTIFY THAT THOSE RECORDS TO BE DISPOSED OF WILL NOT BE NEEDED IN THE TRANSACTION OF CURRENT BUSINESS NOR WILL THEY BE OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER RETENTION BY THIS AGENCY. I ALSO CERTIFY THAT ANY MICROFILM COPIES WILL BE MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION AND WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.

APPROVED BY THE STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

FEB 21 1996

DATE


SIGNATURE OF AGENCY HEAD

1/4/96
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- THE INDIVIDUAL RETENTION PERIOD IS COMPLETE;
- ALL AUDITS HAVE BEEN COMPLETED UNDER THE SUPERVISION OF THE AUDITOR GENERAL AND NO LITIGATION IS PENDING OR ANTICIPATED;
- THE ITEMS ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE STATE RECORDS COMMISSION 30 DAYS PRIOR TO DISPOSAL.

CERTAIN RECORDS, AS STIPULATED ON THIS APPLICATION, MAY BE MICROFILMED AND THE ORIGINAL HARDCOPY RECORD DISPOSED OF IF THE RECORD IS MICROFILMED IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION RULES AND IF THE FILM IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD. DISPOSAL OF RECORDS AFTER MICROFILMING MUST BE NOTED ON A RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

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(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Title IV-E and Medicaid Claims for Federal Reimbursement Administrative Review Forms</p> <p>Dates: 1992 - Volume: 72 Cu. Ft. Annual Accumulation: 24 Cu. Ft. Arrangement: Chronological</p> <p>These forms are used to monitor the administrative processing of the department's claims for federal reimbursement drawn from Title IV-E and Medicaid program funding under the "Social Security Act." The claims for reimbursement are based on the department's financial assistance to child care providers. The claims are filed quarterly and the administrative reviews of the processing and closure of them are conducted in six (6) month interims.</p> <p>Recommendation: Retain in office for one (1) year following the completion of the respective administrative reviews, then transfer to the State Records Center for five (5) years retention, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
2.	<p>Audio Cassette Tapes of Departmental Administrative Hearings</p> <p>Dates: 1976 - Volume: 5 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are audio cassette tapes recording departmental administrative hearings held for parental appeals of financial liability assessments made by the department (on the basis of the parents' ability to pay) for foster child care.</p> <p>Recommendation: Retain in office for ten (10) years (lapsed from the dates of the taped recordings), 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.</p>	<p align="center"><i>Disposition Approved</i></p>