

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 95-98

PAGE 1 OF 2 PAGES

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

Contract Administration

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

JAN 17 1996

DATE

  
SIGNATURE OF AGENCY HEAD

12/5/95  
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.

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

(CONTINUATION SHEET)

95-98

APPLICATION NO. \_\_\_\_\_

PAGE 2 OF 2 PAGES.

FORM NO. 100-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p><b>Affirmative Action Compliance Monitoring Documents Pertinent to Contracting Businesses and Vendors (Originals)</b></p> <p>Dates: 1993 -            Volume: 18 Cu. Ft.            Annual Accumulation: 9 Cu. Ft.            Arrangement: Chronological</p> <p>These are various forms used by the Contract Administration Section to monitor contracting firms and vendors with respect to their hiring and personnel administration transactions for compliance with applicable Affirmative Action guidelines and regulations. The forms included in this record series are designated with and/or maintained in the following titles/formats: <u>Contract Analysis</u>; <u>Contract Analysis Summary</u>; <u>Workforce Analysis Form</u>; last name listings by sex and ethnic origin of the company's Board of Directors (when applicable); <u>Employment Transactions</u>; and <u>Client Service Data Forms</u>. The actual contracts are renewed in one or two year intervals. (The Commission is advised that there is no duplication of these completed reporting and analysis forms with other state agencies.)</p> <p>Recommendation; Retain in office for two (2) years (lapsed from the date of record generation), then transfer to the State Records Center for eight (8) years retention, then dispose of providing all audits (federal and state) have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p align="center"><i>Disposition Approved</i></p>