

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 96-35E

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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 and Family Services

DIVISION

Clinical Services and Training

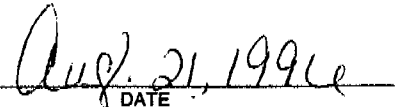
SUBDIVISION


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

  
DATE

  
SIGNATURE OF AGENCY HEAD

7-26-96  
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.

**APPLICATION FOR AUTHORITY  
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(continued)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<b>Training Program Contracts</b>	
	<p>Dates: 1978 - Volume: 15 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Chronological</p> <p>This series contains contracts for goods and services associated with training sessions held under the auspices of the agency. The training sessions focus on the skill development of foster parents, private agency staff, and department staff in various facets of the administration of agency programs. The contracts are renegotiated annually. (The office of the State Comptroller has maintained central files of state agency service and vendor contracts for ten years following the completion of the respective contractual terms per approved Application 92-48.)</p>	
	<p>Recommendation: Retain in office for five (5) years following the expiration and/or completion of the respective contract(s), then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<i>Disposition Approved</i>
2.	<b>Training Participant Attendance Sheets and Test Scores (Hardcopy) (Computer Tapes/Discs)</b>	
	<p>Dates: 1978 - Volume: 5 Cu. Ft. Annual Accumulation: 1/4 Cu. Ft. Arrangement: Chronological and Alphabetical</p> <p>Department training sessions are held for the skill development of foster parents, private agency staff, and department staff in various facets of the administration of agency programs. This series contains training session participant attendance sheets and test scores.</p> <p>Since 1989, pertinent data contained within this series have been entered in computer systems without the inclusion of the same record information (or record copies) in the agency personnel files.</p>	
	<p>Recommendation: Retain all record series formats in office for five (5) years (lapsed from the date of record generation), then reuse and/or dispose of providing all audits (federal and state) have been completed under the</p>	<i>Disposition Approved</i>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.	<p><b>Training Session Curriculum Development Files and Evaluation Reports</b></p> <p>Dates: 1978 - Volume: 10 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Chronological</p> <p>This series contains video cassettes, syllabi, and other teaching aids used in agency training sessions. Also included in the series are reports of evaluation of the training sessions.</p>	<p><i>Disposition:</i> <b>Approved</b> as amended</p>
	<p>Recommendation: Retain in office for five (5) years from last use or until expiration of administrative value, whichever is longer, then dispose of providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	