

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 96-41

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

Child Protection

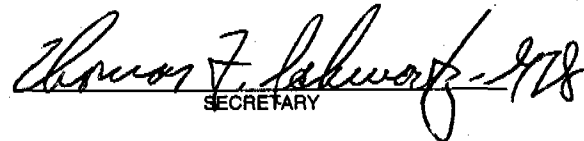
SUBDIVISION

Regional and Field Offices

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

October 16, 1996  
DATE

  
SIGNATURE OF AGENCY HEAD

9/16/96  
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  
TO DISPOSE OF STATE RECORDS  
(continued)**

APPLICATION NO. 96-41  
PAGE 2 OF 2 PAGES

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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**1. Administrative Review Proceedings Files**

Dates: 1980 -  
Volume: 70 Cu. Ft.  
Annual Accumulation: 15 Cu. Ft.  
Arrangement: Chronological

This record series is comprised of the documents which originate from hearings or other proceedings held for the review of administrative decisions rendered by the agency for the performance of its statutory powers and duties. The files include the type of documents customarily contained in proceedings case files, such as written requests for review, notices of hearings, exhibits, transcripts, and copies of narrative opinions and decisions reached for disposition of the proceedings. These files are generated pursuant to provisions of 325 ILCS 5/7.16 and 5/11.6 (1994 State Bar Edition). Since identifying data of departmental case file subjects or clients may be indicated within these files, public access to this record series is limited per provisions of 325 ILCS 2061.7 (1994 State Bar Edition).

Application 82-52E, item 8, is superseded to reduce the office retention period of the series to one (1) year from five (5) years and to provide for State Records Center storage of the series.

Recommendation: Retain in office for one (1) year following the final disposition and closure of the associated proceedings or case, then transfer to the State Records Center for ten (10) years retention and subsequent transfer to State Archives Custody. Archives staff is to review all series accumulations transferred to its custody accordingly for the disposal of all extraneous materials (under the authority of this record disposition application item, if approved). All accumulations which remain after such reviews and disposals are to be maintained permanently in State Archives Custody.

*Disposition  
Approved*