

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 96-6
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STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-8647

STATE OF ILLINOIS
STATE RECORDS COMMISSION

AGENCY

Department of Children & Family Services

DIVISION

All Divisions (Excluding the
Director's Office)

SUBDIVISION

APPROVED BY THE STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

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.


SIGNATURE OF AGENCY HEAD

2/22/96
DATE

MAR 20 1996
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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FORM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Administrative and General Correspondence with Supporting Documents and Memoranda</p> <p>Dates: 1974 - Volume: 25,000 Cu. Ft. Annual Accumulation: 5,000 Cu. Ft. Arrangement: Chronological by year, Alphabetical by topic</p> <p>This record series consists of incoming and outgoing correspondence exchanged between respective divisions/subdivisions of the agency and other offices of the department, federal/state office, and interested groups/individuals external to the agency. Files also include initial drafts, memos, and working papers.</p> <p><u>This application supersedes item 1 of Application '84-34, item 1 of Application-88-26, item 10 of Application-85-81, and item 2 of Application 76-5 in order to create a uniform retention period for all divisions of the department excluding the Director's Office.</u></p> <p>Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>