

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 97-28

PAGE 1 OF 3 PAGES

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

STATE RECORDS UNIT  
ILLINOIS STATE ARCHIVES  
SPRINGFIELD, IL 62756  
(217)782-2847

AGENCY

Department of Children & Family Services

DIVISION

All Administrative Offices

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.

*Jess McDonald*  
SIGNATURE OF AGENCY HEAD

5/9/97  
DATE

APPROVED BY THE STATE RECORDS  
COMMISSION

*[Signature]*  
CHAIRMAN

*[Signature]*  
SECRETARY

July 16, 1997  
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. 9728  
PAGE 2 OF 3 PAGES

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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1. Inactive Applications for Employment (Originals)

Dates: 1964 -  
Volume: 32 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of employment applications which have become inactive through failure of applicant to appear for an interview, report for duty, or rejection of applicant after due consideration by the agency's hiring authorities. The date each application becomes inactive is determined by the date of occurrence of each of these aforementioned incidents.

The Department of Central Management Services maintains its documentation of reasons for rejection of applicants for personnel code positions for a period of six (6) years per Application 78-8. The Secretary of State's Office maintains Inactive Employment or Promotion Applicant Files for six (6) years following inactivity per item 29 of Application 87-113.

This item supersedes application 84-43 in order to create a uniform retention period of six (6) years following inactivity.

Recommendation: Retain in office for six (6) years following inactivity, 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.

*Disposition  
Approved*

2. Letters and Resumes for Employment (Unsolicited and Solicited) (Originals)

Dates: 1975 -  
Volume: 20 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Chronological by year, Alphabetical by name

This record series consists of documents which identify individuals seeking employment by the agency.

The department is to maintain Inactive Applications for Employment for six (6) years following inactivity per item 1 of this application (if approved) and Agency Personnel Files for five (5) years following separation from employment per

APPLICATION FOR AUTHORITY  
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(continued)

APPLICATION NO. 97-28  
PAGE 3 OF 3 PAGES

**ITEM NO.****DESCRIPTION OF ITEMS OR RECORD SERIES****ACTION TAKEN**

item 1 of Application 82-32. The Department of Central Management Services permanently maintains the original Personnel Files per item 1 of Application 72-9M.

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.

Deferred  
07/16/97  
pending further  
consultation  
with the agency