

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 98-20
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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 & Family Services

DIVISION

All Divisions/Subdivisions

SUBDIVISION

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN

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.


SECRETARY

May 20, 1998
DATE


SIGNATURE OF AGENCY HEAD

4/8/98
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)**

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Item No.

Record Series Title, Description and Recommendation

Action Taken

1. Human Services Plan and Supporting Documentation

Dates: 1972 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This records series consists of documentation maintained on the development of the agency's Human Services Plan as required per provisions of Federal Title IV-B. Contents include a description of services for past, present, and future years (e.g., identification of any sub-state service areas; identification of target population; objectives for program accomplishments; estimated expenditures; review and evaluations; program accomplishments; identification of the methods of service; description of capital development plans; and family impact statements).

The "Illinois Department of Employment Security" maintains Human Services Plans for a period of three (3) years per item 3 of State Records Application 94-63. (The Illinois State Library maintains a copy of each agency's Human Services Plan on a permanent basis.)

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.

**Disposition
Approved
05/20/98**

2. DCFS Internal Research and Evaluation Studies

Dates: 1990 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Various

This record series consists of documentation generated in the development of analytical studies resulting from departmental and/or contractual research projects (e.g., Dwight Children Services Project). Research series contents include: copies of research proposal, data collection tools (e.g., surveys, questionnaires) and all related correspondence/memoranda.

The Illinois Health Care Cost Containment Council maintains original research project files on a permanent basis per item 130.05 of approved State Records Application 91-25.

Recommendation: Retain in office for three (3) years following completion of project, then transfer final reports of the project(s) to the State Archives for permanent retention and dispose of the remaining record series documents

**Disposition
Approved
05/20/98**

APPLICATION FOR AUTHORITY
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(continued)

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Item No.

Record Series Title, Description and Recommendation

Action Taken

providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

3. Institutional Review Board Research Proposal Files

Dates: 1988 -
Volume: 3 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of documentation submitted for research proposals/projects involving children and families served by DCFS which must be approved by the department's Institutional Review Board.

Review and acceptance by the Institutional Review Board does not constitute consent for research participation, nor does it assume that consent for research participation will be granted for children for whom the department has legal responsibility. Acceptance by the Review Board only indicates that the research was found to adequately protect the rights of human subjects as presented to the Review Board. Research investigators (e.g., universities, nursing schools) are responsible for obtaining consent to participate from all subjects who are 18 years of age and older and from parents who retain guardianship of any children to be involved in the research, including children under temporary custody of the department. For children for whom the Department of Children and Family Services has guardianship, consent must be obtained from the department's Guardianship Administrator or authorized agent in accordance with DCFS Rules and Regulations 327.

File series contents include:

- 1) CFS 320, Protocol Submission Form;
- 2) Full Length Protocol (detailed research plan and design);
- 3) Summary of Proposed Research;
- 4) Required Appendices (e.g., legal and voluntary consent forms, surveys/questionnaires, approval letters received from other institutional review boards); and
- 5) All related correspondence/memoranda.

Recommendation: Retain in office for three (3) years following completion of project, then transfer final reports of the projects to the State Archives for permanent retention and dispose of the remaining record series documents providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition
Approved
05/20/98