

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS.

Application No. 02-21  
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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

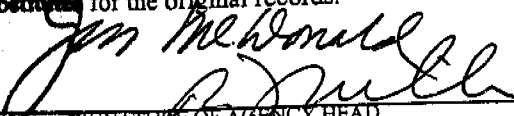
DIVISION

Program Operations

SUBDIVISION

Regional 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.

  
SIGNATURE OF AGENCY HEAD

  
DATE

4/18/03

ACTION TAKEN BY  
THE  
STATE RECORDS  
COMMISSION

  
CHAIRMAN

  
SECRETARY

May 21, 2003  
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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(continued)

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Item No.

Record Series Title, Description and Recommendation

Action Taken

1. Child Welfare Programs/Services Case Files (Originals or Record Copies)

Dates: 1964-  
Volume: 6,000 Cu. Ft.  
Annual Accumulation: 500 Cu. Ft.  
Arrangement: Chronological and Alphabetical by client officer

This record series includes the case files of child welfare programs and services administered by the Department in the categories or program titles consisting of guardianships, institutional placements, Group Home Placements, Foster Home Placements, Independent Living, and Family and Unmarried Mothers program services. These case files contain records in various formats (i.e., designed forms, correspondence, notes, and summary or status reports) showing social, educational, medical, dental, and psychiatric data relating to case clients and/or subjects. Also included in many of the case files are agency copies of various legal documents showing the status of adjudication's or actions required to open a case and/or administer case services, such as court orders, executed parental consent forms, forms for waivers of relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death certificates. Public access to these files is limited pursuant to 225 ILCS 10/15 (2000 State Bar Edition). The agency permanently retains "Adoption Case Files" per application 92-52.

This application item supersedes application 85-31M in order to delete reference to Adoption Case Files in the description and to provide for microfilming of the record series (No other revision of the previously approved disposition is proposed.)

Recommendation: Upon the date of the files closure, dispose of ephemeral and/or non-record materials, then microfilm the remainder of the documentation in categories (1) through (5) and dispose of original paper. Agency use record series microforms are to be retained in office for fifty (50) years, then disposed of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer security record series microforms (reel film only) to the state Records Center for fifty (50) years, then dispose of.

**Disposition  
Approved  
5/21/03**

- 1) Complete family and/or child's demographic information posted to the date of the file closing;
- 2) Narrative and designed form court status reports posted to date of the file closing, including documentation of the last known address of the family

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and/or child;

3) All legal documents and verifications, including court orders, executed parental consent forms, forms for waivers of relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death documents;

4) Medical and dental history data, including psychological or surgical consent documents; and

5) Student transcripts and/or related items.