

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 03-33
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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

All Divisions

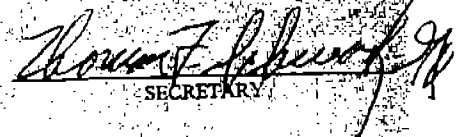
SUBDIVISION

All Subdivisions

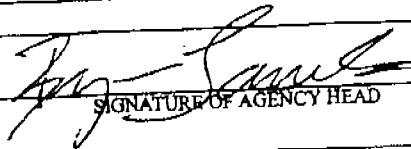
Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they 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.

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

August 10, 2003
DATE


SIGNATURE OF AGENCY HEAD

7/10/03
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
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(continued)

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Item No. Record Series Title, Description and Recommendation Action Taken

1. Freedom of Information Files

Dates: 1984 -
Volume: 25 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Chronological by year
Alphabetical by name

Files include requests, denials, copies of fee invoices, copy fee payments, and related correspondence. The Department of Public Health maintains Freedom of Information Files for ten (10) years per Application 94-74E.

This application supersedes Application 97-71 to allow the agency to microfilm the record series and store a security copy in the State Records Center for nine (9) years.

Recommendation: Retain for one (1) year, then microfilm and dispose of the originals. Transfer a security copy (negative reel only) to the State Records Center for nine (9) years, then dispose of. Retain agency microform copies for nine (9) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and provided no litigation is pending or anticipated

Disposition
Approved
8/20/03