

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

Application No. 04-38  
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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

Financial Management

SUBDIVISION

Day Care Claims Unit

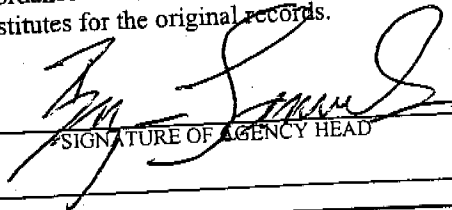
ACTION TAKEN BY  
THE  
STATE RECORDS  
COMMISSION

  
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.

August 18, 2004  
DATE

  
SIGNATURE OF AGENCY HEAD

7/7/04  
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. Day Care Eligibility Forms and Supporting Documents (Originals and Duplicates)

Dates: 1997-  
Volume: 270 Cubic Feet  
Annual Accumulation: 9 Cubic Feet  
Arrangement: Alphabetical by name

This record series consists of applications from parents/guardians for day care services, monthly enrollment reports, and supporting documents. This record series is maintained to document payment by Department of Children and Family Services to day care service providers. (Day care expenses are subsidized by the Department.)

The application lists the names of each family member, each family member's date of birth and social security number (if applicable), the applicant's I.D. number, the case number if known, the amount of income and the type of income.

The monthly enrollment reports (or attendance reports) list the names of the children, the Department ID number for each and the daily rate (according to the Department's statewide day care maximum daily rate schedule).

This application is submitted to rewrite Application 84-31 item 1 in order to change the description and title by deleting reference to Title XX.

From 1982 through 1996, the record series (involving Title XX in the title and description) was transferred to the Department of Human Services. Beginning in 1997 and ongoing, the record series remains under the jurisdiction of DCFS but has no reference to Title XX in the title and description. The lack of reference to Title XX in the title and description of ongoing records at DCFS is due to a lack of funding under the Title XX of the Social Security Act.

Recommendation: Retain in the office for one (1) year, then transfer to the State Records Center for five (5) years then dispose of provided no litigation is pending or anticipated and provided all audits (federal and state) have been completed under the authority of the Auditor General.

2. Day Care Claims Unit Correspondence File (Originals and Duplicates)

Dates: 1997-  
Volume: 30 Cubic Feet  
Annual Accumulation: 1 Cubic Feet  
Arrangement: Chronological/Alphabetical

This record series consists of incoming and outgoing correspondence between the Day Care Claims Unit and other divisions/units in DCFS, day care providers, federal agencies and other individuals relative to reimbursement for

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Item No.

Record Series Title, Description and Recommendation

Action Taken

child care expenses at day care facilities.

This record series also includes general correspondence with other government agencies and inter-office correspondence relative to the unit's daily operations.

This application is submitted to rewrite Application 84-31 item 3 in order to change the description and title by deleting reference to Title XX and to provide storage of inactive records at the State Records Center (No other revision of the previously approved disposition is proposed.)

From 1975 through 1996, the record series (involving Title XX in the title and description) was transferred to the Department of Human Services. Beginning in 1997 and ongoing, the record series remains under the jurisdiction of DCFS but has no reference to Title XX in the title and description. The lack of reference to Title XX in the title and description of ongoing records at DCFS is due to a lack of funding under the Title XX of the Social Security Act.

Recommendation:

Retain in the office for one (1) year, then transfer to the State Records Center for five (5) years then dispose of provided no litigation is pending or anticipated and provided all audits (federal and state) have been completed under the authority of the Auditor General