

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

Application No. 06-24  
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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

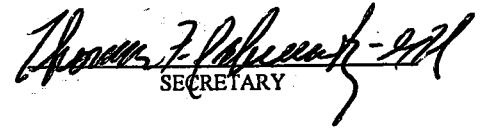
Child Protection

SUBDIVISION

State Central Registry/All Regional & Field Offices

ACTION TAKEN BY  
THE  
STATE RECORDS  
COMMISSION

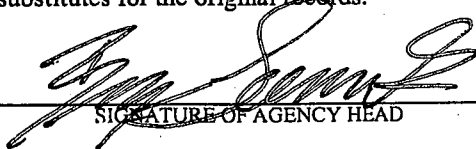
  
CHAIRMAN

  
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.

11/17/10

DATE

  
SIGNATURE OF AGENCY HEAD

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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Item No.	Record Series Title, Description and Recommendation	Action Taken
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**1. "Abused and Neglected Child Reporting Act," Indicated Reports and Investigation/Services Case Files (Hard Copy, Computer Tapes, and Microforms)**

Dates: 1964-  
Volume: 242 Cubic Feet  
Annual Accumulation: 14 Cubic Feet  
Arrangement: Chronological by year, Alphabetical by topic

This record series consists of case files of investigations, official Department protective services performed, and reports of suggested child abuse and neglect received or generated by the agency pursuant to the Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/). Each case file contains the forms received or generated by agency staff to indicate the date and relevant facts surrounding the reported incidents of suspected child abuse and neglect (i.e. forms for 800 line phone reports, summaries of interviews, etc.), as well as all related investigation and general status reports of case dispositions, including pertinent correspondence. In addition, the record series includes the Statewide Automated Child Welfare Information System (SACWIS) Investigative Summary, specifying the allegation of harm which upon investigation was substantiated.

As defined in Sections 7.12-7.14 of the above-cited statute, the Abused and Neglected Child Reporting Act, a report of suspected child abuse or neglect may be classified as "unfounded," "indicated," and/or "undetermined." This record series is limited to those cases in which the reports are officially categorized as "indicated" resulting from the presence of sufficient credible evidence to support the reported allegations "Undetermined report" means any report of child abuse or neglect made to the Department in which it was not possible to complete an investigation within 60 days on the basis of information provided to the Department." "Unfounded report" means any report of child abuse or neglect for which it is determined, after an investigation, that no credible evidence of the alleged abuse or neglect exists. Limitations on public access to these files may be imposed under authority of Sections 11 and 11.1 of the Abused and Neglected Child Reporting Act. Statistical data are extracted from the record series; however, for continuous maintenance by the agency on computer tapes in conformance with statutory powers and duties prescribed in Section 7.7 of the statute. The provisions of Section 7.14 of the statute constitute the primary basis for the proposed disposition of these files. This record series is written to supersede item 1 of Application 91-28M in order to reflect recent changes of administrative rules and to alter the retention period of indicated reports of child and abuse and neglect reports to reflect the seriousness of the allegations and the severity of harm to the child.

Recommendation: Microfilm as generated or received or enter all relevant record series data in the agency's computer system for computer output microfilming, then destroy

\*Deferred  
6/21/06

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	<p>in a secure manner of original paper. Retain the record series microforms as follows:</p>	<b>**Deferred 7/19/06</b>
	<p>A) Fifty Years</p>	<b>***Deferred 8/16/06</b>
	<p>The following allegations have a 50 year retention schedule when the report is indicated:</p> <p>Death of a Child; Sexual Penetration; Torture; Sexual Exploitation; and Sexual Molestation.</p>	<b>****4/16/08</b>
	<p>For files involving these allegations, retain agency use microforms in office for fifty (50) years after report was "indicated," then destroy in a secure manner providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer security records series microforms (reel film only) to the State Records Center for fifty (50) years, then destroy in a secure manner.</p> <p>If after an investigation, the report is indicated and the perpetrator is a child between the ages of 10 and 18, reports that carry a 20 or 50 year retention schedule will be destroyed in a secure manner from the State Central Register after five years or at the perpetrator's twenty-third birthday, whichever is sooner.</p> <p>In the event that the same child between the ages of 10 and 18 is subsequently determined to be an indicated perpetrator of an allegation carrying a 20 or 50 year retention schedule, the information concerning the previous report(s) and the subsequent report will be maintained at State Central Register for a period of five years after the date of the subsequent report or until the perpetrator's twenty-third birthday, whichever is sooner, and then destroyed in a secure manner.</p>	<b>Approved as Amended 11/17/2010</b>
	<p>B) Twenty Years</p> <p>For files involving allegations which have been indicated for serious physical injury of a child, retain agency use microforms in office for twenty years, then destroy in a secure manner providing all audits have</p>	

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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 twenty (20) years, then destroy in a secure manner.

Reports that are indicated for the following allegations shall be retained for twenty (20) years:

- Head Injuries
- Internal Injuries
- Burns, scalds (3<sup>rd</sup> degree burns only)
- Wounds
- Bone fractures (Multiple or spiral only)
- Diseases Transmitted Sexually
- Failure to Thrive
- Malnutrition
- Medical Neglect of a Disabled Infant

The following reports shall be retained for twenty (20) years when they meet the criteria for categorizing the child's injuries as serious as described in Section 431.30b) 2)B):

- Poison/Noxious Substances
- Bone Fractures, other spiral or multiple
- Cuts, Bruises, Welts, Abrasions and Oral Injuries
- Human Bites
- Sprains, Dislocations
- Tying/Close Confinement
- Substance Misuse
- Abandonment/Desertion
- Medical Neglect

If after an investigation, the report is indicated and the perpetrator is a child between the ages of 10 and 18, reports that carry a 20 or 50 year retention schedule will be destroy in a secure manner from the State Central Register after five years or at the perpetrator's twenty-third birthday, whichever is sooner.

In the event that the same child between the ages of 10 and 18 is subsequently determined to be an indicated perpetrator of an allegation carrying a 20 or 50 year retention schedule, the information concerning the previous report(s) and the subsequent report will be maintained at State Central Register for a period of five

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years after the date of the subsequent report or until the perpetrator's twenty-third birthday, whichever is sooner, and then destroyed in a secure manner..

C) Five Years

For files containing indicated reports based on allegations not having a 50 or 20 year retention schedule, retain agency use microforms in office for five (5) years, then destroy in a secure manner, providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer security records series microforms (reel film only) to the State Records Center for five (5) years, then destroy in a secure manner.

The following report categories shall be retained for five (5) years:

Mental Injury  
Substantial Risk of Physical Injury  
Substantial Risk of Sexual Injury  
Inadequate Supervision  
Inadequate Food  
Inadequate Shelter  
Inadequate Clothing  
Environmental Neglect  
Lock Out

If after an investigation, the report is indicated and the perpetrator is a child between the ages of 10 and 18, reports that carry a 5 year retention schedule will be destroyed in a secure manner from the State Central Register after five years or at the perpetrator's twenty-first birthday, whichever is sooner.

In the event that the same child between the ages of 10 and 18 is subsequently determined to be an indicated perpetrator of an allegation carrying a 5 year retention schedule, the information concerning the previous report(s) and the subsequent report will be maintained at State Central Register for a period of five years after the date of the subsequent report or until the perpetrator's twenty-first birthday, whichever is sooner, and then destroyed in a secure manner.

D) Subsequent Reports

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All subsequent reports involving any of the same subjects or the sibling or offspring shall be maintained after the last report was indicated in accordance with the retention schedules specified in A, B, or C, of this application.

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**\*Deferred 6/21/06 in order to clarify what constitutes undetermined.**

**\*\*Deferred 7/19/06 to clarify issues regarding the statutory provisions on expungement.**

- **\*\*\*Deferred 8/16/06 to clarify caseworkers have access to reports, whether files are given to law enforcement agencies, and the proposed retention for cases involving death or sexual abuse where DNA is present.**

**\*\*\*\* 4/16/08 Deferred due to issues regarding expungement of records.**