

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 07-19
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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

Legal Counsel

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

August 15, 2007
DATE


SIGNATURE OF AGENCY HEAD

7/31/2007
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. Legal Research Files (Originals and Duplicates)

Dates: 1996-
Volume: 35 Cubic Feet
Annual Accumulation: 3 ½ Cubic Feet
Arrangement: Various

This record series consists of copies of legal opinions, copies of contracts with related contract bidding or negotiation background papers, drafts or copies of administrative rules, related correspondence and memorandum, litigation records consisting of copies of orders, decisions, exhibits (including photographs, tape recordings, etc.), statements, transcripts, inspection reports, written complaints, pleadings, motions and case disposition documents in the form of motions to show cause, written agreements between parties, and/or final orders. Cases which are brought before the courts are processed by the Attorney General's Office and copies are transmitted to the Attorney General.

This item supersedes State Records Application 84-30, item 1 in order to extend the length of the retention period from six (6) years to ten (10) years per request of the Department's General Counsel.

Recommendation: Retain in the office for one (1) year, then transfer to the State Records Center for nine (9) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
8/15/07**