

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 08-19
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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

Office of the Director

SUBDIVISION

Guardian and Advocacy

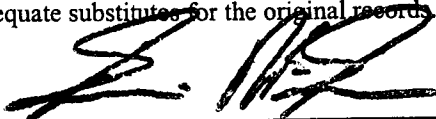
ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION


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 or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

January 21, 2009
DATE



SIGNATURE OF AGENCY HEAD

1/8/09
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 or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. **Disposal of records after microfilming or digitizing 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
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1. Mail Control Intervention Files (Originals)

Dates:	1998-
Volume:	29 Cubic Feet
Annual Accumulation:	3 Cubic Feet
Arrangement:	Alphabetical/Numerical

This record series consists of mail control intervention files maintained by the Advocacy Office for Children and Families (AOCF). The Advocacy Office responds to complaints, concerns, inquiries and suggestions from foster parents, biological parents, adoptive parents, service providers, etc. about the Department of Children and Family Services. The staff then provides referrals to appropriate DCFS staff and suggestions to executive staff for improvements and changes to the Department. This includes correspondence (e.g. inquiries) that was initially received by the Office of the Governor but then forwarded to the Office of the Director of DCFS for resolution.

File series contents include written complaints and concerns, Director's mail control forms, responses from the Governor's office, intervention forms generated by mail or phone and any related supporting documents (e.g. e-mails, faxes).

The Advocacy Office follows Department rules concerning confidentiality of information as outlined in the Il Administrative Code, Part 431, Confidentiality of Personal Information of Persons Served by the Department of Children and Family Services.

Recommendation:	Retain in office for five (5) years after date of resolution of the complaint or inquiry, then microfilm and destroy hard copy documents in a secure manner. Retain one (1) copy of the microfilm in office permanently and transfer a security copy (reel film only) to the State Archives for permanent retention.
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**Disposition
Approved
1/21/09**