

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 10-39
Page 1 of 3

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

Personnel

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 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.


SECRETARY

October 20, 2010
DATE


SIGNATURE OF AGENCY HEAD

10/5/2010
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
TO DISPOSE OF STATE RECORDS
(continued)**

Application No. 10-39
Page 2 of 3

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

1. Agency Personnel Files (Agency Record Copies)

Dates: 1997-
Volume: 40 Cubic Feet
Annual Accumulation: 3 1/3 Cubic Feet
Arrangement: Alphabetical

This record series consists of the Department of Children and Family Services agency record copy of personnel files of employees who have separated from employment. The files include the following types of documents:

- 1) Notice of appointment;
- 2) Civil Service status;
- 3) Employee Insurance history;
- 4) Salary or stipend rate changes;
- 5) Notices of reclassification revaluation, reallocation, demotion and/or promotion;
- 6) Notice of separation;
- 7) Separate medical files;
- 8) Other papers relating to employment history (for example, training/certification records)

The Department of Central Management Services maintains official personnel files for all state employees subject to the Personnel Code on a permanent basis per State Records Application 09-41, item 1.

This item supersedes State Records Application 82-32, item 1 in order to revise the record series description and extend the retention period from five (5) years to permanent per agency request regarding concerns about training/certification records that are not captured under State Records Application 09-41.

Recommendation: Retain in the office for three (3) years after separation from employment, then microfilm and destroy hard copy documents in a secure manner. Retain one copy of the microfilm in office permanently.

**Disposition
Approved
as Amended
10/19/10**

2. Inactive Position Request and Allocation Forms for Abolished Jobs (Agency Record Copy)

Dates: 1968-
Volume: 20 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological/Numerical by position number

This record series consists of Inactive Position Request and Allocation Forms (Form CMS-104) which are generated by the Personnel Agency Services Office of the Department of Children and Family Services when a position(s) is

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS
(continued)**

Application No. 10-39
Page 3 of 3

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

being abolished in the agency.

Two copies of this record series are produced. One copy is retained by the Department of Children and Family Services Personnel Office and the other one is retained by the division in which the established position was abolished.

Form CMS-104 contains the following information:

- 1) Position title and number,
- 2) Bargaining code,
- 3) work location,
- 4) the agency, division, section and unit,
- 5) effective date of the transaction and transaction code,
- 6) a narrative detailing the duties and the responsibilities of the position,
- 7) the percentage of time spent performing each work activity,
- 8) the position title of the supervisor responsible for assigning and evaluating the position,
- 9) the payroll title of the employee,
- 10) the number of employees immediately subordinate to the employee in the position which was abolished,
- 11) a list of required skills, knowledge, work experience, licenses and/or certificates required to perform the duties of the position, and
- 12) the signature of the personnel authorized to approve the abolishment of a position.

This item supersedes State Records Application 82-32, item 2 in order to reduce the length of the retention period from five (5) years to three (3) years after the position is abolished per agency request.

Recommendation: Retain in the office for three (3) years after the position(s) are abolished, then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

**Disposition
Approved
10/19/10**