

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 12-39
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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

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.

SIGNATURE OF AGENCY HEAD

DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

David A. Joens
CHAIRMAN

Gary Stockton
SECRETARY

September 19, 2012
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," Unfounded Reports and Investigation/Services Case Files (Closed) (Originals)

Dates: 1980-
Volume: 330 Cubic Feet
Annual Accumulation: 17.50 Cubic Feet
Arrangement: Numerical

This record series consists of case files of investigations, official departmental protective services performed, and reports of suspected child abuse and neglect received or generated by the agency pursuant to the "Abused and Neglected Child Reporting Act" (ANCRA) 325 ILCS 5/1 et seq.). 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, and general status reports of case dispositions and supporting 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 unfounded.

As defined in Section 3 of the ANCRA a report of suspected child abuse or neglect may be classified as "unfounded," "indicated," and "undetermined." The scope of this record series is limited to cases in which the reports are officially categorized as "unfounded" as a result of insufficient evidence to support the reported allegations of child abuse/neglect. "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.

All information identifying the subject of an unfounded report shall be expunged from the register pursuant to 325 ILCS 5/7.14 and the Department's Administrative Rules (Title 89 Illinois Administrative Code Part 300).

Limitations on public access to these files may be imposed under authority of the Abused and Neglected Child Reporting Act [325 ILCS 5/11-11.1]. Statistical data are extracted from the record series, however, for continuous maintenance by the agency on computer tape in conformance with statutory powers and duties prescribed in Section 7.7 of the statute. The provisions of ANCRA and the Department's Administrative Rules (Title 89 Illinois Administrative Code Part 300 and Section 431.30) constitute the primary basis for the proposed disposition of these files. This record series is written to supersede item one (1) of State Records Application 06-25 in order to reflect changes in reporting requirements under the "Abused and Neglected Child Reporting Act" per agency request.

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Recommendation: All unfounded reports of child abuse/neglect shall be destroyed in a secure manner in accordance with the following classifications providing all audits have been completed if necessary, and no litigation is pending or anticipated.

**Disposition
approved as
amended
9/19/12**

- A) Files containing unfounded reports of child abuse and neglect based on the following allegations shall be disposed of three years after the determination that the report is unfounded:

- Death
- Torture
- Head Injuries
- Internal Injuries
- Burns, scalding
- Wounds
- Bone Fractures
- Sexually Transmitted Disease
- Sexual Penetration
- Sexual Exploitation
- Sexual Molestation
- Failure to Thrive (non-organic)
- Malnutrition (non-organic)
- Medical Neglect of Disabled Infants

- B) Files containing unfounded reports of child abuse and neglect based on all other allegations shall be disposed of twelve months after the determination that the report is unfounded.

2. Reports of Child Abuse and Neglect Statistics (Originals)

Dates: 1980-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological by year

The record series consists of reports showing statistics gathered and reported in the agency's administration of the "Abused and Neglected Child Reporting Act" [325 ILCS /5]. Data include explanations of office procedures and supporting statistics such as incoming calls to the central register; number reported/indicated as abused/neglected; age, gender and ethnic group as reported indicated; regional distribution reports; county distribution reports; source of

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reports; types of abuse/neglect; distribution of reports by allegation; indicated perpetrators by relation to victim, age, gender, ethnic group; types of death reports concerning child abuse/neglect; children in temporary protective custody; and substance-exposed infants reported (e.g. State Central Register Annual Statistics containing total calls, number/rate of abandonment's, total number of messages, and percent of calls taken first time). Data also include Weekly Hotline Call Volume Reports and State Central Registry Monthly Reports.

The record series data are also presented in summary format in the agency's "Annual Departmental Report" which is maintained by the Secretary of State's Office, Illinois State Library, pursuant to 15 ILCS 320/21. This item supersedes item two (2) of State Records Application 06-25 to provide for the inclusion of this record series item into this revised records application. (No change in the previously approved recommendation is requested).

Recommendation: Retain in office permanently.

**Disposition
approved as
amended
9/19/12**

3. Tickler Files Listing of Case Transactions and Dispositions Reports Overdue (Hard copy, Computer Printouts and Computer Tapes)

Dates: 1980-
Volume: 62 Cubic Feet
Annual Accumulation: 25 Cubic Feet
Arrangement: Chronological

The record series consists of computer print-out listings generated and used by the State Central Registry to monitor incidents of late filings by the involved Department personnel of reports of suspected child abuse and neglect placed with the agency for action. The record's previous and current referral rate is the basis for the recommended disposition of the file series in computer print-out form. This item supersedes item three (3) of State Records Application 06-25 to provide for the inclusion of this record series item into this revised records application. No other change in the previously approved recommendation is requested).

Recommendation: Retain computer print-outs in office for two (2) years, then destroy in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated. The computer tape source data of the computer print-outs are to be erased and/or destroyed in a secure manner upon the agency's discretion.

**Disposition
approved
9/19/12**

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4. State Central Registry Copies of Guardianship Consent Forms and Related Correspondence

Dates: 1981-
Volume: 15 Cubic Feet
Annual Accumulation: 14 Cubic Feet
Arrangement: Chronological

This record series consists of listings which are used by the agency to authorize emergency medical services and treatment for children placed under the guardianship of the Department. Data include identity of caller (facility) requesting assistance from the Department, location of child and type of service rendered. The actual "State Central Register Copies of Guardianship Consent Forms, Work Sheets and Related Correspondence" are forwarded to local field offices for filing in the ward's case file. The logs of these transactions will be kept on file for two years and then destroyed by shredding.

This item supersedes item four (4) of State Records Application 06-25 to provide for the inclusion of this record series item into this revised records application. (No other change in the previously approved recommendation is requested).

Recommendation: Retain in the office for two (2) years, then destroy in a secure manner providing all audits have been completed if necessary, and no litigation is pending or anticipated.

**Disposition
approved as
amended
9/19/12**