

**APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS**

Application No. 14-24
Page 1 of 5

**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

Bureau of Operations

SUBDIVISION

Office of Housing and Cash Assistance

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.

SIGNATURE OF AGENCY HEAD

DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

David A. Joens

CHAIRMAN

Gary Stockton

SECRETARY

November 19, 2014

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. 14-24
Page 2 of 5

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

1. Extended Family Support Program (EFSP) Case Files (Originals and Duplicates)

Dates: 1996-
Volume: 509 Cubic Feet
Annual Accumulation: 63.5 Cubic Feet
Arrangement: (A) and (C) Fiscal Year; Alphabetical by Client Name;
(B) Provider Name; Fiscal Year; Alphabetical by Client Name

This record series consists of the Extended Family Support Program (EFSP) Case Files. EFSP services help relative caregivers obtain services and guardianships for their relative's child. DCFS and its community partners provide EFSP services through private provider agencies with DCFS contracts. EFSP Case Files are generated and maintained by (A) the Office of Housing and Cash Assistance; (B) Private Provider Agencies; and (C) Youth Outreach Services. Information kept in the case files document referral to private provider agencies for services, the types of services provided, decisions made regarding services provided, and case closure.

(A) The Office of Housing and Cash Assistance Case Files may include but are not limited to:

- (1) Initial referral [Statewide Automated Child Welfare Information System (SACWIS) Intake Summary or CFS 1448 Form];
- (2) Case acceptance, abort or withdrawn forms;
- (3) Request for Law Enforcement Agencies' Data System (L.E.A.D.S.)/ Child Abuse and Neglect Tracking System (CANTS) Check [CANTS 48 and EFSP Tracking Form];
- (4) L.E.A.D.S. Report; and
- (5) EFSP Closing Report.

(B) Private Provider Agencies Case Files may include but are not limited to:

- (1) Initial referral [SACWIS Intake Summary or CFS 1448 Form];
- (2) Case acceptance, abort or withdrawn forms;
- (3) Client Assessments;
- (4) Risk Assessments;
- (5) Request for L.E.A.D.S./CANTS Check [CANTS 48 and EFSP Tracking Form];
- (6) Case Notes; and
- (7) EFSP Closing Report.

(C) Youth Outreach Services (YOS) Case Files may include but are not limited to:

- (1) Initial referral [SACWIS Intake Summary or CFS 1448 Form];
- (2) Case acceptance, abort or withdrawn forms;
- (3) Client Assessments;

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

Application No. 14-24
Page 3 of 5

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

- (4) Request for L.E.A.D.S./CANTS Check [CANTS 48 and EFSP Tracking Form];
- (5) Monthly Reports; and
- (6) EFSP Closing Report.

Note: Information for these case files is not maintained in the Statewide Automated Child Welfare Information System (SACWIS); the case files are all maintained as hard copies and are confidential.

Recommendation: Retain all paper records in office for one (1) fiscal year after closure of the case file, then transfer to the State Records Center for six (6) fiscal years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
11/19/14**

Retain any electronic images or any records born-digital in office for seven (7) fiscal years after closure of the case file, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

2. Norman Services Case Files (Originals and Duplicates)

Dates: 1995-
Volume: 225 Cubic Feet
Annual Accumulation: 35 Cubic Feet
Arrangement: (A) Fiscal Year; Program Name; Alphabetical by Client Name; (B) Program Name; Provider Name; Fiscal Year; Alphabetical by Client Name

This record series consists of the Norman Services Case Files. Norman Services assist families who have children who are in danger of being placed in care or cannot be returned home due to subsistence issues. The Norman Cash Assistance Program (CAP) provides cash assistance to families to purchase items. The Norman Housing Advocacy Program (HAP) provides housing advocacy services to help families locate suitable housing. The Norman Services Case Files are generated and maintained by (A) the Office of Housing and Cash Assistance and (B) Private Provider Agencies. Information kept in the case files document referral to private provider agencies for services, the types of services provided, decisions made regarding services provided, and case closure.

(A) The Office of Housing and Cash Assistance Case Files may include but are not limited to:

- (1) DCFS' mainframe database screen printouts: Norman Certification Authorization (CM-35), Norman Payment Authorization (NM-01), or

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

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

Norman Housing Advocacy Authorization (NM-09);

- (2) Program Referrals: Request for Norman Cash Assistance or Housing Advocacy Referral (Form CFS 370-5) or Norman Temporary Assistance to Needy Families (TANF) Application (Form CFS 370-8); and
- (3) Supporting Documents: Monthly Budget Form (CFS 370-5C), invoices, bills and printouts of email correspondence.

(B) Private Provider Agencies Case Files may include but are not limited to:

- (1) DCFS' mainframe database screen printouts (CM-35, NM-01 or NM-09);
- (2) Program Referrals (CFS 370-5 or CFS 370-8);
- (3) Supporting Documents (CFS 370-5C, invoices, bills and printouts of email correspondence);
- (4) Client Assessments;
- (5) Case Notes; and
- (6) Closing Report.

Note: Information for these case files is not maintained in the Statewide Automated Child Welfare Information System (SACWIS); the case files are all maintained as hard copies and are confidential.

Recommendation:

Retain all paper records in office for one (1) fiscal year after closure of the case file, then transfer to the State Records Center for six (6) fiscal years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Retain any electronic images or any records born-digital in office for seven (7) fiscal years after closure of the case file, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
11/19/14**

3. Youth Housing Assistance Program Case Files (Originals and Duplicates)

Dates: 2001-
Volume: 25 Cubic Feet
Annual Accumulation: 4 Cubic Feet
Arrangement: (A) Program Name; Fiscal Year; Alphabetical by Client Name; (B) Program Name; Provider Name; Fiscal Year; Alphabetical by Client Name

This record series consists of the Youth Housing Assistance Program (YHAP) Case Files. YHAP provides services to youth who are aging out of, or

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

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

have already aged out of, DCFS care in order to stabilize their housing situation. The Youth Cash Assistance Program (CAP) provides cash assistance to youth to purchase items. The Youth Housing Advocacy Program (HAP) provides housing advocacy services to help youth locate and maintain suitable housing. The (A) Office of Housing and Cash Assistance and (B) Private Provider Agencies generate and maintain YHAP Case Files. Information kept in the case files document referral to private provider agencies for services, the types of services provided, decisions made regarding services provided, and case closure.

(A) The Office of Housing and Cash Assistance Case Files may include but are not limited to:

- (1) DCFS' mainframe database screen printout: Youth Cash Assistance Authorization (CM-48);
- (2) Program Referrals: Request for Youth Housing Assistance Program Cash Assistance or Housing Advocacy (Form CFS 370-5YHAP) or Form CFS 370-5; and
- (3) Supporting Documents: Monthly Budget Form for Youth (CFS 370-5Y), invoices, bills and printouts of email correspondence.

(B) The Provider Agencies Case Files may include but are not limited to:

- (1) DCFS' mainframe database screen printout (CM-48);
- (2) Program Referrals (CFS 370-5YHAP or CFS 370-5);
- (3) Supporting Documents (CFS 370-5Y, invoices, bills and printouts of email correspondence);
- (4) Client Assessments;
- (5) Case Notes; and
- (6) Closing Report.

Note: Information for these case files is not maintained in the Statewide Automated Child Welfare Information System (SACWIS); these case files are maintained as hard copies and are confidential.

Recommendation:

Retain all paper records in office for one (1) fiscal year after closure of the case file, then transfer to the State Records Center for six (6) fiscal years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Retain any electronic images or any records born-digital in office for seven (7) fiscal years after closure of the case file, then delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
11/19/14**