

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

Application No. 14-29  
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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

Program Operations

SUBDIVISION

Regional and 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 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

5/16/2014  
DATE

ACTION TAKEN BY  
THE  
STATE RECORDS  
COMMISSION

  
CHAIRMAN

  
SECRETARY

5-21-14  
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. Adoption Case Records (Originals and Duplicates)**

Dates: 1953-  
Volume: 18,580 Cubic Feet  
Annual Accumulation: 304 Cubic Feet  
Arrangement: Chronological by year, Alphabetical by name

The file series contents include parent home studies, financial records if the adoption is subsidized, biological data on natural parents, background checks of prospective parents, medical information pertaining to the child, and copies of adoption records.

Public Act 83-1408 requires that adoption case files be maintained until the adoptee would have reached the age of ninety-nine (99) years. Public access to these files is limited per 225 ILCS 10/15.

This item supersedes State Records Application 10-04, item 1 in order to revise the record series recommendation to provide for the incorporation of records now being generated in "electronic format" that were not previously addressed in the former application per agency request.

**Recommendation:** Retain permanently the following case record information posted at the date of file closing: client family and demographic information; narrative and designed form court status reports, to include documentation of the last known address of the family and/or child; all legal documents and verifications, including court orders, executed parental consent forms, forms for waivers or relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death documents.

**Disposition  
approved as  
amended  
5/21/14**

Reasonable efforts will be made to compile and incorporate within the files pertinent prenatal, natal and biological parents' medical and dental history data, including psychological or surgical consent documents; student transcripts and/or related items.

All documents on paper or on microfilm may be converted to an approved electronic format and stored in an electronic environment per the requirements set forth by the State Records Commission.

The original documents, set forth below, may NOT be destroyed, nor stored solely in a digital format and should be stored in a DCFS authorized storage facility:

- Birth certificates
- Social Security cards

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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- Handwritten notes and letters
- Report cards and school mementos
- Greeting cards
- Photographs
- Birth mementos, hospital bracelets, footprint records, etc...
- Personal items which could not be replaced
- Decree of adoption
- Religious ceremony verifications and mementos

**2. Child Welfare Programs/Services Case Files (Originals or Record Copies)**

Dates: 1964-  
Volume: 74,321 Cubic Feet  
Annual Accumulation: 1,486 Cubic Feet  
Arrangement: Chronological and alphabetical by client officer

This record series includes the case files of child welfare programs and services administered by the Department in the categories or program titles consisting:

- Subsidized Guardianships;
- Institutional Placements;
- Group Home Placements;
- Foster Home Placements;
- Transitional Living and Pregnant/Parenting Teens;
- Independent Living; and
- Intact Family Program Services.

These case files contain records in various formats (i.e., designed forms, correspondence, notes, and summary or status reports) showing social, educational, medical, dental, and psychiatric data relating to case clients and/or subject. Also included in many of the case files are agency copies of various legal documents showing the status of adjudications or actions required to open a case and/or administer case services, such as court orders, executed parental consent forms, forms for waivers of relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death certificates.

Public access to these files is limited pursuant to 225 ILCS 10/15

This item supersedes State Records Application 10-04, item 2 in order to revise the record series description/recommendation to provide for the incorporation of records now being generated in "electronic format" that were not previously addressed in the former application.

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

Retain permanently electronically (digital files), or on paper or microfilm in a DCFS authorized storage facility the following case record information posted at the date of file closing: client family and demographic information; narrative and designed form court status reports, to include documentation of the last known address of the family and/or child; all legal documents and verifications, including court orders, executed parental consent forms, forms for waivers of relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death documents.

Reasonable efforts will be made to compile and incorporate within the files pertinent prenatal, natal and biological parents' medical history and genealogical records; medical and dental history data, including psychological or surgical consent documents; student transcripts and/or related items.

The original documents, set forth below, may NOT be destroyed, nor stored solely in a digital format and should be stored in a DCFS authorized storage facility:

**Birth certificates**

- Social Security cards
- Handwritten notes and letters
- Report cards and school mementos
- Greeting cards
- Photographs
- Birth mementos, hospital bracelets, footprint records, etc...
- Personal items which could not be replaced
- Decree of adoption
- Religious ceremony verifications and mementos

**Disposition  
approved as  
amended  
5/21/14**