

**RECORDS RETENTION SCHEDULE**  
**(Application for Authority to Dispose of State Records)**

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 Register/All 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

1/10/19  
DATE

APPROVED BY  
THE  
STATE RECORDS  
COMMISSION

  
CHAIRMAN

  
SECRETARY

2/20/19  
DATE

**RECORDS LISTED ON THIS SCHEDULE MAY BE DISPOSED OF PROVIDING:**

- the individual retention period is complete;
- all audits have been completed, if necessary 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 schedule, 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 SCHEDULE 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 (ANCRA) – Indicated Reports and Investigation/Services Case Files (Originals)**

Dates: 1964-  
Volume: 242 Cubic Feet/72.6 Gigabytes  
Annual Accumulation: 14 Cubic Feet/4.2 Gigabytes  
Arrangement: Chronological by year; Alphabetical by topic

This record series consists of case files of investigations, official Department protective services performed, and reports of suggested 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, including pertinent correspondence. In addition, the record series includes the Statewide Automated Child Welfare Information System (SACWIS) Investigative Summary, specifying the allegation of harm that upon investigation was substantiated.

As defined in Sections 7.12-7.14 of ANCRA, a report of suspected child abuse or neglect may be classified as “indicated”, “unfounded” or “undetermined.” This record series is limited to those cases where the reports are officially categorized as “indicated” resulting from the presence of sufficient credible evidence to support the reported allegations. “Unfounded report” means any report of child abuse or neglect where it is determined after an investigation that no credible evidence of the alleged abuse or neglect exists. “Undetermined report” means any report of child abuse or neglect made to the Department where it was not possible to complete an investigation within 60 days on the basis of information provided to the Department.”

Limitations on public access to these files are 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. The agency will conduct continuous maintenance on the digital storage in conformance with statutory powers and duties prescribed in Section 7.7 of ANCRA. The provisions of ANCRA and the Department’s Administrative Rules (89 Ill. Admin. Code 300 and 431.30) constitute the primary basis for the proposed disposition of these files.

This item supersedes State Records Application No. 06-24, item 1, in order to update the record series description and retention to reflect recent changes to statutory law and the agency’s administrative rules, per agency request.

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**RETENTION:**

Microfilm all relevant record series data as generated or received, or enter in the agency's computer system for computer output microfilming. Destroy the original paper in a secure manner after all information has been verified. The record series microfilm shall be retained as follows:

**Disposition  
Approved as  
Amended  
2/20/2019**

**A) Fifty (50) Years**

The following allegations have a fifty (50) year retention period when the report is indicated:

- Death of a Child
- Sexual Penetration
- Torture
- Sexual Exploitation
- Sexual Molestation.

For files involving these allegations, retain agency use microfilm in office for fifty (50) years after report was "indicated," then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Transfer security records series microfilm (reel film only) to the State Records Center for fifty (50) years, then destroy in a secure manner.

If a report is indicated and the perpetrator is a child between the ages of 10 and 18, those reports that carry a twenty (20) or fifty (50) year retention period will be destroyed in a secure manner from the State Central Register after five (5) years or at the perpetrator's twenty-third (23<sup>rd</sup>) birthday, whichever is sooner.

In the event that the same child between the ages of 10 and 18 is subsequently determined to be an indicated perpetrator of an allegation carrying a twenty (20) or fifty (50) year retention period, the information concerning the previous report(s) and the subsequent report will be maintained at the State Central Register for a period of five (5) years after the date of the subsequent report or until the perpetrator's twenty-third (23<sup>rd</sup>) birthday,

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whichever is sooner, and then destroyed in a secure manner.

**B) Twenty (20) Years**

For files involving allegations that have been indicated for serious physical injury of a child, retain agency use microfilm in office for twenty (20) years, then destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Transfer security record series microfilm (reel film only) to the State Records Center for twenty (20) years, then destroy in a secure manner.

Reports that are indicated for the following allegations shall be retained for twenty (20) years:

- Head Injuries
- Internal Injuries
- Burns, scalds (3<sup>rd</sup> and 4<sup>th</sup> degree only)
- Wounds
- Bone fractures (Multiple or spiral only)
- Diseases Transmitted Sexually
- Failure to Thrive
- Malnutrition
- Medical Neglect of a Disabled Infant
- Human Trafficking.

The following reports shall be retained for twenty (20) years when they meet the criteria for categorizing the child's injuries as serious as described in 89 Ill. Admin. Code 431.30 b) 2) B). If none of the criteria for categorizing the report as serious is met the report shall be retained for five (5) years:

- Burns, scalds (1<sup>st</sup> and 2<sup>nd</sup> degree only)
- Poison/Noxious Substances
- Bone Fractures, other than spiral or multiple
- Cuts, Bruises, Welts, Abrasions and Oral Injuries
- Human Bites
- Sprains, Dislocations
- Tying/Close Confinement

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**Item No.**

**Record Series Title, Description and Recommendation**

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Substance Misuse  
Abandonment/Desertion  
Medical Neglect.

If a report is indicated and the perpetrator is a child between the ages of 10 and 18, those reports that carry a twenty (20) or fifty (50) year retention period will be destroyed in a secure manner from the State Central Register after five (5) years or at the perpetrator's twenty-third (23<sup>rd</sup>) birthday, whichever is sooner.

In the event that the same child between the ages of 10 and 18 is subsequently determined to be an indicated perpetrator of an allegation carrying a twenty (20) or fifty (50) year retention period, the information concerning the previous report(s) and the subsequent report will be maintained at the State Central Register for a period of five (5) years after the date of the subsequent report or until the perpetrator's twenty-third (23<sup>rd</sup>) birthday, whichever is sooner, and then destroyed in a secure manner.

**C) Five (5) Years**

For files containing indicated reports based on allegations not having a twenty (20) or fifty (50) year retention period, retain agency use microfilm in office for five (5) years, then destroy in a secure manner, provided all audits have been completed, if necessary, and no litigation is pending or anticipated. Transfer security records series microfilm (reel film only) to the State Records Center for five (5) years, then destroy in a secure manner.

The following report categories shall be retained for five (5) years:

Mental Injury  
Substantial Risk of Physical Injury  
Substantial Risk of Sexual Injury  
Inadequate Supervision  
Inadequate Food  
Inadequate Shelter

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Inadequate Clothing  
Environmental Neglect  
Lock Out  
Neglect by Agency.

If a report is indicated and the perpetrator is a child between the ages of 10 and 18, those reports that carry a five (5) year retention period will be destroyed in a secure manner from the State Central Register after five (5) years or at the perpetrator's twenty-first (21<sup>st</sup>) birthday, whichever is sooner.

In the event that the same child between the ages of 10 and 18 is subsequently determined to be an indicated perpetrator of an allegation carrying a five (5) year retention period, the information concerning the previous report(s) and the subsequent report will be maintained at the State Central Register for a period of five (5) years after the date of the subsequent report or until the perpetrator's twenty-first (21<sup>st</sup>) birthday, whichever is sooner, and then destroyed in a secure manner.

**D) Subsequent Reports**

All subsequent reports involving any of the same subjects or the sibling or offspring shall be maintained after the last report was indicated in accordance with the retention periods specified in A., B., or C. of this Records Retention Schedule (Application for Authority to Dispose of State Records).

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**2. Abused and Neglected Child Reporting Act (ANCRA) – Unfounded Reports and Investigation/Services Case Files (Closed) (Originals)**

Dates: 1980-  
Volume: 330 Cubic Feet/99.0 Gigabytes  
Annual Accumulation: 17.50 Cubic Feet/5.25 Gigabytes  
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 that upon investigation was unfounded.

As defined in Sections 7.12-7.14 of ANCRA, a report of suspected child abuse or neglect may be classified as “indicated”, “unfounded” or “undetermined.” The scope of this record series is limited to cases in which the reports are officially categorized as “unfounded” as a result of no credible evidence that the alleged allegations of child abuse or neglect exist. “Undetermined report” means any report of child abuse or neglect made to the Department where it was not possible to complete an investigation within 60 days on the basis of information provided to the Department. All information identifying the subject of an unfounded report shall be expunged from the register pursuant to 325 ILCS 5/7.14, except as provided in Section 7.7 of ANCRA, and the Department’s Administrative Rules (89 Ill. Admin. Code Part 300).

Limitations on public access to these files are 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. The agency will conduct continuous maintenance on the digital storage in conformance with statutory powers and duties prescribed in Section 7.7 of ANCRA. The provisions of ANCRA and the Department’s Administrative Rules (89 Ill. Admin. Code 300 and 431.30) constitute the primary basis for the proposed disposition of these files.

This item supersedes State Records Application No. 12-39, item 1, in order to update the record series description and retention to reflect recent changes to statutory law and the agency’s administrative rules, per agency request.

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<b>RETENTION:</b>	Retain all unfounded reports of child abuse and neglect for five (5) years after the determination that the report is unfounded, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.	<b>Disposition Approved as Amended 2/20/2019</b>
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**3. 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 (ANCRA) (325 ILCS 5/1 *et. seq.*). 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 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 Register Monthly Reports.

The record series data are also presented in summary format in the agency's "Annual Departmental Report" that is maintained by the Secretary of State's Office, Illinois State Library, pursuant to the provisions of 15 ILCS 320/21.

This item supersedes State Records Application No. 12-39, item 2, in order to make minor edits to the record series description and to incorporate this record series item into this revised Records Retention Schedule, per agency request. (No change to the overall length of the retention is proposed.)

<b>RETENTION:</b>	Retain in office permanently.	<b>Disposition Approved 2/20/2019</b>
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**4. Tickler Files Listing of Case Transactions and Dispositions Reports Overdue**

Dates: 1980-  
Volume: 62 Cubic Feet/18.6 Gigabytes  
Annual Accumulation: 25 Cubic Feet/7.5 Gigabytes  
Arrangement: Chronological

This record series consists of listings generated and used by the State Central Register to monitor incidents of Department personnel making late filings of reports of suspected child abuse and neglect. The record's previous and current referral rate is the basis for the recommended disposition of the file series.

This item supersedes State Records Application No. 12-39, item 3, in order to make minor edits to the record series description, to incorporate this record series item into this revised Records Retention Schedule, and to update the retention narrative to be media neutral with a transactional event trigger, per agency request. (No change to the overall length of the retention is proposed.)

**RETENTION:** Retain for two (2) years after date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

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Approved  
2/20/2019**

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**5. State Central Register Copies of Guardianship Consent Forms and Related Correspondence**

Dates: 1981-  
Volume: 15 Cubic Feet/4.5 Gigabytes  
Annual Accumulation: 14 Cubic Feet/4.2 Gigabytes  
Arrangement: Chronological

This record series consists of listings that 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 (2) years and then destroyed by shredding.

This item supersedes State Records Application No. 12-39, item 4, in order to incorporate this record series item into this revised Records Retention Schedule, to change "Registry" to "Register", and to update the retention narrative to be media neutral with a transactional event trigger, per agency request. (No change to the overall length of the retention is proposed.)

**RETENTION:** Retain for two (2) years after date of generation, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition  
Approved  
2/20/2019**