

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

Payroll

SUBDIVISION

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

9/18/18
DATE

APPROVED BY
THE
STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

10/12/18
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.**

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

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Item No.	Record Series Title, Description and Recommendation	Action Taken
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1 Time and Attendance Records

Dates: 2015-
Volume: 308 Cubic Feet/Negligible
Annual Accumulation: 103 Cubic feet/ Negligible
Arrangement: Chronological and by group number

This record series consists of the daily staff attendance reports maintained by each office of the Department of Children and Family Services. The form contains the employee's name, date, sub-unit, shift hours, paid time off, overtime hours worked, unpaid time deductions, and timekeeper identification. The data from this series is scanned into and retained digitally by the agency's Central Payroll office.

This item supersedes item 1 of State Records Application 93-61 in order to provide for electronic storage of the records and extend the length of the retention period to seven (7) years per agency request.

RETENTION: Retain hard copies in office until scanned copies have been verified by the agency's Central Payroll Office, then destroy in a secure manner. Retain electronic data for seven (7) years after the date of data entry, then delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

**Disposition
approved
10/17/18**