

STATE OF ILLINOIS
STATE RECORDS COMMISSION

FORM-1

APPLICATION NO. 59-34

PAGE 1 OF 1 PAGES.

Children + Family Services
APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

Dept. of Mental Health

~~PUBLIC WELFARE~~ *Educational - Residential*

DIVISION

Educational and Residential Services
7 Regional Offices

SUBDIVISION

Child Welfare

RECOMMENDATION:

Services approved
Charles F. Hartman 6/29/59
ARCHIVIST DATE
July 1, 1959

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION.

STATE RECORDS COMMISSION APPROVAL:

Theo. J. Cassidy
CHAIRMAN
Clyde C. Walker
SECRETARY

Alta Betty
HEAD OF AGENCY

6/29/59
DATE

July 1, 1959.
DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

DESCRIPTION OF ITEMS OR RECORD SERIES

ITEM NO.

GIVE TITLE, INCLUSIVE DATES, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS, LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED, THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.

ACTION TAKEN

Statistical File, 1944 -

These files consist of reports in narrative and statistical forms, (A, B, C, DPW-322 and others), concerning Child Welfare case loads in Veterans Children, Inter-State Cases, Un-married mother program, General Services, General Blind services and related areas. Statistical reports are compiled monthly and quarterly and annually summarized in the Regional Offices. All Regional offices retain copies which have no value after punching or publication. The originals which are forwarded to Statistical Research Division have no use after IBM punching.

Arrangement: Alphabetically by service

Annual Accumulation: 1 1/2 cubic feet per year

Recommendation: Retain for three months after IBM processing or publication.

obsolete