

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 61-3
PAGE 1 OF 18 PAGES.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

FORM-1

AGENCY
PUBLIC WELFARE

DIVISION
Educational & Residential Service

SUBDIVISION
Illinois Soldiers' & Sailors' Children's School, Normal

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.

Olto L. Bettag
HEAD OF AGENCY

1/5/61
DATE

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

RECOMMENDATION:
Approved

Charles Argenteis 1/30/61
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:
Philip J. Cassidy
CHAIRMAN
Lydia Walton
SECRETARY

February 1, 1961.
DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.(2)	<p><u>Administrative & General Office Correspondence, 1946-</u></p> <p>Arranged: Alphabetical by names of individuals Chronological thereunder</p> <p>Volume: Annual Accumulation: 1 cubic foot</p> <p>Files contain both incoming and outgoing correspondence relating to the work of the institution; including that with other institutions, agencies, vendors, regional offices, organizations and individuals, inquiries, transmittal letters, copies of reports, letters of referral, acknowledgement, appeals for contributions, and letters of routine and general nature.</p> <p>Recommendation: Retain for four years, then review and retain permanently all legal opinions, court decisions, special survey and annual reports and letters documenting activities, functions and planning of the division. Destroy all routine items.</p>	<p><i>Disposition Approved</i></p>
2.(2)	<p><u>Consultants Registers, 1955-</u></p> <p>Arranged: Chronological by year, month and day</p> <p>Volume: Annual Accumulation: 1/4 cubic feet</p>	

(Continued on next page)

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 61-3

FORM-1A

(CONTINUATION SHEET)

PAGE 2 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.(2)	<p>Consultants Registers, 1955- (Continued)</p> <p>Files consisting of Forms WF-40 and copies of related correspondence. The Form WF-40 is a daily register which is signed by physician, giving date, name, service performed, time spent and approval signature. Information is posted to Invoice-Voucher (copy of WF-40 attached) and forwarded to Fiscal Services for issuance of warrant.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
3.(3)	<p>Form FA-13 - Invoice-Vouchers, 1946-</p> <p>Arranged: 2 Files - One Alphabetical and one by Voucher Number</p> <p>Volume: Annual Accumulation: 8 cubic feet</p> <p>Copies of Invoice-Vouchers Form FA-13 with attachments such as firms invoice or statement, form F-11 1/2 Quint., personal property claims and related correspondence. These are duplicate and triplicate copies - original and three copies are forwarded to Springfield for payment, where they are maintained for three years and then destroyed.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
4.(4)	<p>Personnel Folders, 1930-</p> <p>Arranged: Alphabetical</p> <p>Volume: 12 cubic feet</p> <p>Annual Accumulation: 1/4 cubic foot</p> <p>Folders contain notice of appointment, civil service status, pension information, salary rate and subsequent changes, notices of reclassification, notices of separation and other papers relating to service, together with correspondence related to activities as an employee, carbon copies of all the information forwarded to Springfield.</p>	

(Continued on next page)

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

FORM-1A

(CONTINUATION SHEET)

APPLICATION NO. 61-3

PAGE 3 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
4.(4)	<p>Personnel Folders, 1930- (Continued)</p> <p>Since 1943 information relating to each employee is furnished by Personnel Division in General Office, Springfield and changes or items of importance are posted to a DPW Form and retained permanently in the Institution File. (Refer to Item #6 of this schedule).</p> <p>Recommendation: Retain for five years after termination or separation and destroy provided that all statistical information for retirement purposes is posted to Master File and retained permanently. Files are not to be destroyed until posted to card under direction of Welfare Personnel Supervisor. Retain permanently cases subject to possible legal action.</p>	<i>Disposition Approved</i>
5.(5)	<p>Applications for Employment, 1952-</p> <p>Arranged: Chronological Volume: Annual Accumulation: 1/4 cubic foot</p> <p>Applications for positions within the Institution from persons who were not accepted for employment. This file of applications together with some correspondence relates to all of the departments such as Professional, Medical, Non-Medical, as well as Administrative Service areas.</p> <p>Recommendation: Retain for one year and destroy.</p>	<i>Disposition Approved</i>
6.(6)	<p>Personnel Requisitions, 1950-</p> <p>Arranged: Chronological Volume: Annual Accumulation: 1/4 cubic foot</p> <p>This is a file of requests to the Department of Personnel for the creation of positions or changes therein - consists of DPW-1112, Authorization, DPW-1106 Report of Changes, also Forms 1109, DP-101 and 102, aCS-104 and DPW-1123.</p> <p>At the present time, items 4 and 6 of this schedule are filed together in the Personnel Folder. Consideration is being given to separate files as they are in some institutions.</p> <p>Recommendation: Weed at end of each biennium retaining only current job descriptions and related material - all duplicates and non-essential material may be destroyed.</p>	<i>Disposition Approved</i>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 61-3

PAGE 4 OF 18 PAGES.

FORM-1A

ITEM
NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

7.(7) Payroll Vouchers, 1940-

Arranged: Chronological by year
Volume: 17
Annual Accumulation: 1 cubic foot

Series consists of position allocation lists, personnel and payroll analysis sheets and payroll vouchers. The voucher sheet shows employee name, ID number, time, rate, salary earned and deduction made. The triplicate copy of APA - Form #1 is returned to the Institution after IBM processing. Original goes to Auditor's Office where it is either retained permanently or microfilmed. Second copy is in Springfield Office of Public Welfare.

Recommendation: Retain for two full years after current biennium and destroy provided an audit has been made under the supervision of the Auditor General.

*Disposition
Approved*

8.(8) Statistical Reports, 1948-

Arranged: Chronological by year and month thereunder
Volume: "
Annual Accumulation: 1 cubic foot

These files consist of copies of reports in narrative and statistical form concerning case loads and services rendered in the Institution, movement of population, termination of care for patients, automotive cost reports, and alcohol reports. Reports are compiled monthly, quarterly and annually summarized and forwarded to the Regional Office in Springfield where contents are either published or retained in punch-card form. There is also a small amount of correspondence with other institutions, universities and clinics either exchanging or comparing or forwarding this information.

These copies serve no purpose in the institution after publication or punch-card processing.

Recommendation: Retain for three months after publication and destroy.

*Disposition
Approved*

9.(9) Memoranda File, 1946-

Arranged: Alphabetical by Signature Element
Volume: "
Annual Accumulation: 1/2 cubic foot

(Continued on next page)

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 61-3

PAGE 5 OF 18 PAGES.

FORM-1A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
9.(9)	<p>Memoranda File, 1946- (Continued)</p> <p>This file consists of incoming memoranda issued in Springfield by Director, Deputy Director, Administrative Service and other Central Control areas (exclusive of <u>PRINTED</u> bulletins and memoranda). In addition there are inter and intra office communications relating to the operation of the institution which originates in the Office of the Superintendent, Administrative Assistant and Business Manager. Files serve no purpose after one biennium.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
10.()	<p>Coal Reports, 1948-1952</p> <p>Arranged: Chronological Volume: 2 cubic feet</p> <p>File of recapitulation forms and daily report forms relative to the consumption of coal and supplies on hand at the institution. A copy was furnished Institution Business Office and original was forwarded to General Office. The forms list supply on hand, capacity of available storage space, and the daily rate of consumption. The Institution converted to oil in 1952, therefore, these reports serve no further purpose.</p> <p>Recommendation: Destroy accumulation.</p>	<p><i>Disposition Approved</i></p>
11.(11)	<p>Budget Estimates, 1940-</p> <p>Arranged: Chronological Volume: Annual Accumulation: 1/4 cubic foot</p> <p>Files consist of copies of Department of Finance Budget Estimate for Biennium Form FB-1 with attachments. Original is submitted to Springfield; copies serve no purpose in institution after two bienniums.</p> <p>Recommendation: Retain for four years and destroy.</p>	<p><i>Disposition Approved</i></p>
12.(12)	<p>Monthly Food Cost Reports, 1946-</p> <p>Arranged: Chronological by year and month Volume: Annual Accumulation: 1/4 cubic foot</p> <p>(Continued on next page)</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 6-3PAGE 6 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
12. (12)	<p>Monthly Food Cost Reports, 1946- (Continued)</p> <p>File consists of copies of monthly recapitulation sheets and attachments indicating the amount of ice cream consumed, number of meals served, cost of food and ice cream, cost of preparation, food inventory and other related items. The originals are forwarded to Springfield for use by the Economics Division in the preparation of future budgets. Copies serve no purpose in institution after one biennium.</p> <p>Recommendation: Retain for one biennium and destroy.</p>	Disposition Approved
13. (13)	<p>Receiving Reports, 1940-</p> <p>Arranged: Alphabetical by vendor Volume: Annual Accumulation: 6 cubic feet</p> <p>File containing Form F7-T - Order for Delivery, together with requisitions, Authorizations, Cancellation of Requisitions and Authorizations, Cancellation and Reinstatement of Purchase Orders, correspondence and other related items. These reports serve no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	Disposition Approved
14. (14)	<p>Amusement Fund Invoice-Voucher, 1946-</p> <p>Arranged: Chronological and numerical thereunder Volume: Annual Accumulation: 1 cubic foot</p> <p>File consists of copies of obsolete Form F-97, new Form WF-57 - Purchase orders and Invoice-Vouchers for items which are purchased from the Amusement Fund, such as movies and similar items. Attached to these forms are the invoice statements, Order for Delivery, and some pieces of correspondence; additional record is maintained in Ledger Book. Payment is made from non-appropriated funds; therefore, forms and ledgers serve no purpose after final audit.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided that a post audit has been made under the supervision of the Auditor General.</p>	Disposition Approved

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 61-3PAGE 7 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
15.(15)	<p>Storekeepers Invoice File (Institutional Invoice), 1944-</p> <p>Arranged: Numerically by month for each two year period Volume: 4 Annual Accumulation: 1/4 cubic foot</p> <p>Files consist of invoice forms used by storekeepers to record receipt of commodities from Farm, General Store, Sewing Department and Bakery. Form is also used to record donation made by United States Government of surplus food; no charges are made for these items and no accounting made to Government.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
16.(16)	<p>Financial Reports to Governor, 1949-</p> <p>Arranged: Chronological Volume: 3 Annual Accumulation: 1/4 cubic foot</p> <p>File consisting of copies of quarterly financial reports to the Governor accounting for many types of funds such as Trust Fund, Commissary Fund, Receipts in cash from all sources, appropriations for salaries, summary of receipts and disbursements.</p> <p>Recommendation: Retain for two full years after the current biennium and destroy provided a post audit is made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
17.(17)	<p>Farm Reports, 1949-</p> <p>Arranged: Chronological by year and month thereunder Volume: 7 Annual Accumulation: Less than 1 cubic foot</p> <p>This file contains copies of reports which relate to the activities of the Normal School Farm such as Sanitary & Livestock inspection reports, monthly farm and livestock reports, summary of farm accounts and others of a similar nature. Originals of these are submitted to the Farm and Economics Division of Springfield Office.</p> <p>Recommendation: Retain for four years and destroy provided an internal audit and post audit have been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 61-3
PAGE 8 OF 18 PAGES.

FORM-1A

(CONTINUATION SHEET)

DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
<p>18.(18) Clothing Action File, 1956-</p> <p>Arranged: Filed by Cottage Name Volume: 4 Annual Accumulation: 1 cubic foot</p> <p>File consists of a series of forms which are used to record items of clothing issued and condemned. All of the items are purchased from State funds and no requests are submitted to relatives or guardians. If a child is transferred, an itemized list is furnished receiving agency.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made by Auditor General.</p>	<p><i>Disposition Approved</i></p>
<p>19.(19) Departmental Reports (Institutional Activities), 1955-</p> <p>Arranged: Alphabetical by Department Volume: 4 Annual Accumulation: 1/4 cubic foot</p> <p>Files consisting of narrative and statistical reports of services rendered within the Institution. These documents are submitted daily, weekly, monthly, quarterly, semi-annually, annually by the Department to the Superintendent who, in turn, uses the information contained therein as a basis of reports to Springfield. When the information is received in Springfield, it is either IBM processed or published in Departmental Bulletins and Brochures. Material serves no purpose after publication or IBM processing.</p> <p>Recommendation: Retain for three months after publication.</p>	<p><i>Disposition Approved</i></p>
<p>20.(20) Store Receiving Reports, 1940-</p> <p>Arranged: Numerically by month for each two year period Volume: 6 Annual Accumulation: 6 cubic feet</p> <p>Duplicate and triplicate copies of PO Form WF-1 and Form F7-T, together with attachments. These documents are used by the General and Mechanical Stores to record purchases and receipt of items. Originals are forwarded to Institution Business Office where they are attached to the Auditor's copy of the FA-13, second copy in specific store, i.e., Mechanical or General, third copy at point of origin, and fourth copy remains in Supervisor's office attached to purchase order.</p> <p>Recommendation: Retain for four years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 6L-3

PAGE 9 OF 18 PAGES.

FORM-1A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
21.(21)	<p>Storekeeper's Requisitions, 1944-</p> <p>Arranged: Numerically by month for each two year period Volume: ¹⁰ Annual Accumulation: 1 cubic foot</p> <p>Original, duplicate and triplicate copies of forms used to submit requests for items to the General and Mechanical Stores. These forms are checked against the invoices and serve no purpose after audit.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided an audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
22.(22)	<p>Patients' (Children's) Trust Fund Receipts, 1949-</p> <p>Arranged: Numerical by receipt number Volume: Annual Accumulation: 1/4 cubic foot</p> <p>Copies of receipts for individual children's Trust Fund. Original is retained in the Business Office, second copy to Guardian or parent, third copy to the Cottage Parent. Effective July 1, 1960, making of fourth copy has been discontinued.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
23.(23)	<p>Patients' (Children's) Trust Fund Disbursements Receipts, 1940-</p> <p>Arranged: Chronological by year and month and Alphabetical thereunder Volume: Annual Accumulation: 1 cubic foot</p> <p>File of ledger books, individual ledger account cards and recapitulation sheets. Information pertaining to children's accounts is posted from the Patients Trust Fund Receipt and Trust Fund Disbursement Book to the individual ledger card. A summary of the total accounts is posted to recapitulation sheet and forwarded monthly to Springfield for IBM processing.</p> <p>Recommendation: Retain for four years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 61-3

FORM-1A

(CONTINUATION SHEET)

PAGE 10 OF 18 PAGES.

NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
24. (24)	<p>Repair and Maintenance Reports, 1948-</p> <p>Arranged: Chronological by year and month thereunder Volume: 2 Annual Accumulation: 4 cubic feet</p> <p>File of requisitions and work orders for repair and maintenance of the physical properties of the Institution. Monthly and yearly summary reports are also made. These documents are used by the Mechanical, Woodworking and Paint Shops to record operations. Master Mechanic maintains files and copy remains in Department requesting service. Files serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
25. (25)	<p>Physical Inventory, 1940-</p> <p>Arranged: Chronological by year and month thereunder Volume: 5 Annual Accumulation: Less than 1 cubic foot</p> <p>Copies of inventory change report Form #1, equipment transfer permits, daily reports of new property, inventory location control cards, annual reconciliation registers. This information is now IBM key punched in Springfield and a card record is now maintained permanently in the Institution. System was adopted in 1956. These records serve no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy provided post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
26. (26)	<p>Quarterly Requisitions, 1940-</p> <p>Arranged: Alphabetical by Department Volume: 1 Annual Accumulation: 1/4 cubic foot</p> <p>This form, together with Recapitulation Sheet, is used throughout the institution to record the needs of respective departments and is retained by them for reference. Original is included in Item #13 of this Schedule. They serve no purpose in the Department after two years.</p> <p>Recommendation: Retain for two full years and destroy.</p>	<p><i>Disposition Approved</i></p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 61-3
PAGE 11 OF 18 PAGES.

FORM-1A

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
27. (V)	<p>Timekeeping Records, 1954-</p> <p>Arranged: Alphabetical Volume: 5 Annual Accumulation: 1 cubic foot</p> <p>File of time-clock cards used daily by "Prevailing Rate" and "Negotiated Wage" employees. Mechanical clock records time-in and out for a 30-day period. Information is then posted to Form WF-18 and this is used by payroll clerk as a basis of payment of salary. The WF-18 is also used as a daily check record for balance of Institution employees and when payroll is returned, WF-18 is then filed. These cards and forms serve no purpose after two bienniums and audit.</p> <p>Recommendation: Retain <u>four full years</u> two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p>Disposition Approved</p>
28. (28)	<p>Fire and Security Reports, 1948-</p> <p>Arranged: Chronological Volume: 7 Annual Accumulation: 1 cubic foot</p> <p>Copies of Fire Reports Form FD-4, FD-8 (or equivalent) as well as semi-annual summarizations. In case of fire, report is made to Springfield within 48 hours and lists institution, date, time and place of fire, disciplinary action and related items. Weekly, monthly and annual inspection is made of fire equipment and a report of findings is forwarded to Institution Business Office, and second copy is forwarded to Safety and Protection Section of General Office. Security File includes Officer's daily narrative report, register of employees' cars, reports of activities on grounds, weekly, monthly and annual reports of duties performed, and results of inspection of Physical Plant, and action required. These reports serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p>Disposition Approved</p>
29. (29)	<p>Kitchen Laboratory Reports, 1948-</p> <p>Arranged: Chronological Volume: 1 Annual Accumulation: Less than 1 cubic foot</p>	

(Continued on next page)

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 61-3
PAGE 12 OF 18 PAGES.

FORM-1A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
29.(29)	<p>Kitchen Laboratory Reports, 1948- (Continued)</p> <p>Copies of reports of monthly laboratory analysis of milk, cream, ice cream which is consumed in the institution. The information is also furnished Economics Division of Welfare in Springfield. This institution does not have a dairy or pasteurization plant. These records serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
30.(73)	<p>Water Chlorination Charts, 1949-</p> <p>Arranged: Chronological Volume: ✓ Annual Accumulation: 1/4 cubic foot</p> <p>The amount of chlorine is continuously recorded in the distribution system by mechanical means on a 24-hour chart. A recapitulation of information is reported on a monthly chlorination report. Original is forwarded to State Department of Health, second copy in Institution Business Office, third copy in Water Treatment Plant, and fourth copy to Springfield General Office</p> <p>Recommendation: Retain five years and destroy.</p>	
31.(31)	<p>Medical Reports, 1955-</p> <p>Arranged: Chronological Volume: Annual Accumulation: Less than 1 cubic foot</p> <p>File of DFW forms which are used daily to report record of medicine, therapy, Ward Reports indicating movement of population, and Ward check sheets listing location of child at specific times. Included also is an Institutional Night Report of nursing personnel which is used by Supervisor as a check on the presence of employee. Chief Nurse daily extracts information relative to movement of population for statistical reports to Springfield. (Item #8 of this schedule.)</p> <p>Pertinent medical information is entered in clinical case folders, therefore, these reports serve no purpose after one year.</p> <p>Recommendation: Retain medical and other reports for one year and destroy.</p>	<p><i>Disposition Approved</i></p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 6-3

FORM-1A

(CONTINUATION SHEET)

PAGE 13 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
32.(32)	<p>Ward Books, 1955-</p> <p>Arranged: Chronological Volume: 3 Annual Accumulation: Less than 1 cubic foot</p> <p>Daily running record of incidents on an individual Ward, Book is maintained by attendant in charge; any information of a medical nature is entered in the child's case record, remainder of comments indicate only that employees are caring for children and that Ward is in order. An opinion has been obtained from Doctor Anderson of American Hospital Association which indicates that no purpose is served by retaining these books. As a matter of reference, a two year retention seems to be indicated.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
33.(33)	<p>Narcotic Prescription Books and Blanks, 1955-</p> <p>Arranged: Chronological by numerical prescription number Volume: 3 Annual Accumulation: Less than 1 cubic foot</p> <p>The original pre-numbered Narcotic Prescription Book is used by the Wards to administer drugs to the individual children from the Ward Stock of drugs - duplicate blank is not made. Physician's orders confirming the prescription are entered in the child's folder. Perpetual inventory record is maintained by nurse in a Ledger Book, entry showing check in and out of narcotics, quantities on hand, prescription number, to whom administered and the amounts. The Prescription Books and Inventory Records serve no purpose after checking by State and Federal Narcotics Divisions. Attention is invited to U.S. Treasury Department - Bureau of Narcotics - Regulations No. 5 - Page 6 - (1) & (2) - Page 44, Art. 10 - Illinois Rules & Regulations "Narcotics & Other Dangerous Drugs", Page 45, Hospital Records, Rule 25.</p> <p>Recommendation: Retain for four years and destroy.</p>	<p><i>Disposition Approved</i></p>
34.(34)	<p>Store Ledger Cards, 1948-</p> <p>Arranged: Object Code Number and Unit Number thereunder Volume: 1 Annual Accumulation: 1 cubic foot</p>	

(Continued on next page)

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

FORM-1A

(CONTINUATION SHEET)

APPLICATION NO. 61-3

PAGE 14 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
34.(34)	<p>Store Ledger Cards, 1948- (Continued)</p> <p>Basic information relative to the operation of the General and Mechanical Store is hand-posted daily from the Storekeeper's Requisitions to the Store Ledger Card. This is a perpetual inventory system and a recapitulation of the items received and issued. Records serve no purpose after audit.</p> <p>Recommendation: Retain for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
35.(35)	<p>Bid Listings, 1944-</p> <p>Arranged: Chronological by year and month thereunder Volume: 1 Annual Accumulation: Less than 1 cubic foot</p> <p>File consists of bids and listings of items required and indicating quantities and prices, together with some correspondence. Original summary is forwarded to State Purchasing Agent and duplicate is retained in Institution where it is available for purchasing agents as a reference. No purpose is served after four years. <u>Supersedes 58-53 - Item #1 - October 10, 1958.</u></p> <p>Recommendation: Retain for four years and destroy provided an audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
6.(36)	<p>Complaint to Vendor and/or Shipper, 1950-</p> <p>Arranged: Numerically by complaint number Volume: 3 Annual Accumulation: 1/4 cubic foot</p> <p>File of papers used to process complaints relative to purchase or delivery of a variety of items. Most such complaints are resolved within 30 days. Files are used chiefly as a basis for elimination of chronic offenders from future bidding lists. No purpose is served by retention after one biennium.</p> <p>Recommendation: Weed at end of current biennium and destroy accumulation, retaining permanently those documents relating to incidents which either have or might possibly result in legal action.</p>	<p><i>Disposition Approved</i></p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 6-3
PAGE 15 OF 18 PAGES.

FORM-1A

(CONTINUATION SHEET)

IT No.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
37.(57)	<p>Power Plant Operating Records, 1950-</p> <p>Arranged: Chronological Volume: Annual Accumulation: $\frac{35}{4}$ cubic feet</p> <p>a. Charts and graphs.</p> <p>b. Monthly reports such as Chief Engineer's Operation Report, Water and Electric Current Report, Boiler Room and a daily Power Plant Operations.</p> <p>These charts and graphs are used to show the steam flow, pressure, fuel consumed and boiler water control. Originals of daily records remain in Chief Engineer's Office. Originals of monthly recapitulation sheets remain in Institution, second copy goes to Supervisor in Springfield, and third copy to Div. of Architecture in Springfield. Charts and graphs serve no purpose after two years; daily and monthly recapitulation records should be retained five years.</p> <p>Recommendation: Retain recapitulation records five years and destroy. Retain charts and graphs for two years then destroy.</p>	<p><i>Disposition Approved</i></p>
38.(58)	<p>Bank Accounting and Disbursement Records, 1948- (Trust, Commissary and Amusement Funds)</p> <p>Arranged: Chronological by year, month and day for each fund Volume: Annual Accumulation: 1 cubic foot</p> <p>These are Non-appropriated Monies. File of deposit slips, cancelled checks, check stubs and Bank Statements relating to the operation of the Trust and Amusement Funds. Monies deposited to the account of an individual child are deposited in the Trust Fund. Sums are withdrawn from this account and deposited to the credit of the Amusement Fund, from which payments are made for movies or similar recreational items. These funds are under the control of the Business Manager of each Institution.</p> <p>Recommendation: Retain for six years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
39.(59)	<p>Transmittal Records (To & From State Treasurer), 1955-</p> <p>Arranged: Chronological by year and month Volume: Annual Accumulation: Less than 1 cubic foot</p>	

(Continued on next page)

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 61-3PAGE 16 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
39.(59)	<p>Transmittal Records (To & From State Treasurer), 1955- (Continued)</p> <p>The following documents represent a complete file of forms covering receipt of and transmittal to State Treasurer of Miscellaneous Collections made by the Institution:</p> <ul style="list-style-type: none"> a. Duplicate copy of Institution Receipt for Miscellaneous Collections. b. Duplicate copies of Remittance from the Institution to Department of Public Welfare, Springfield (Form 104 - Welfare) for transmittal to State Treasurer. c. Original copy of receipt from Office of the State Treasurer. <p>Recommendation: Retain the entire series for two full years after current biennium and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
40.(60)	<p>Gasoline and Garage Tickets, 1951-</p> <p>Arranged: Chronological Volume: 5 Annual Accumulation: 1 cubic foot</p> <p>File of forms used by Garage to indicate disbursements of bulk gas and oil and related items. The original is retained in Garage and duplicate is forwarded to Business Office where it is used as a basis for determining automotive cost reports and motor fuel tax reports. <u>Supersedes 58-53 - Item #4 - October 10, 1953.</u></p> <p>Recommendation: Retain for two years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
41.(61)	<p>Linen Records, 1951-</p> <p>Arranged: Chronological Volume: 1 Annual Accumulation: Less than 1 cubic foot</p> <p>File of laundry lists, quantity check sheets, and quota changes, inventory shortages and overages reports. Cottage items such as dishes and household supplies are also inventoried and condemned as necessary, and replacements are then supplied to Cottage Parent. Monthly reports and recapitulation sheets covering both linens and household supplies are made - original goes to Institution Business Office, second copy remains with condemning clerk. These records serve no purpose after one year. <u>Supersedes 58-53, Item #6 - October 10, 1958</u></p> <p>Recommendation: Retain for one year and destroy.</p>	<i>Disposition Approved</i>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

FORM-1A

(CONTINUATION SHEET)

APPLICATION NO. 61-3

PAGE 17 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
42.(62)	<p>Building Contracts, Specifications and Awards, 1949-</p> <p>Arranged: Chronological Volume: ? Annual Accumulation: 1/4 cubic foot</p> <p>File of incoming and outgoing correspondence relating to specifications recommendations for contractors, together with a copy of the final contract. The awarding of contracts and all business concerning same is done by the Division of Architecture and Engineering in Springfield; original documents are maintained by said Division. Two copies are retained in Welfare General Office. Duplicate institution file serves no purpose after four years.</p> <p>Recommendation: Retain for four years and destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<i>Disposition Approved</i>
43.(63)	<p>Summary of Store Accounts, 1944-</p> <p>Arranged: Chronological by year and month Volume: " Annual Accumulation: 1/4 cubic foot</p> <p>File of forms, adding machine tapes, and ledger sheets. These items are used to verify existing ledger card balances. File serves no purpose after internal audit.</p> <p>Recommendation: Retain for two years and destroy provided an audit has been made.</p>	<i>Disposition Approved</i>
44.(64)	<p>Pest & Insect Control Reports, 1949-</p> <p>Arranged: Chronological Volume: Annual Accumulation: 1/2 cubic foot</p> <p>The Bids for Pest Control are let on a basis of yearly continuous service. An inspection report is made weekly for each location. As need arises, exterminator takes necessary action and reports accordingly to the institution Business Office by means of a Service Statement. Records serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<i>Disposition Approved</i>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS
(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
57. (71) 45	<p>Telephone Records, 1946-</p> <p>Arranged: Chronological Volume: Annual Accumulation: Less than 1 cubic foot</p> <p>File of forms and Ledger Books in which are recorded the outgoing long distance phone calls of the Institution. Forms and Ledger Books are checked against the incoming Phone Company monthly statement. If they tally, payment is then made by use of Form FA-13, Invoice-Voucher and statement is attached. Records serve no purpose after three months.</p> <p>Recommendation: Retain ninety days and destroy.</p>	<p><i>Disposition Approved.</i></p>