

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 62-37
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FORM-1A

(CONTINUATION SHEET)

Item No.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.(3)	<p>Form FA-13 - Invoice-Vouchers, 1953- (Continued)</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 a copy is maintained for six years and is 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>
3.(4)	<p>Personnel Folders, 1946-</p> <p>Arranged: Alphabetical Volume: 10 cubic feet Annual Accumulation: 1/4 " "</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> <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 DMH 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 Mental Health Personnel Supervisor. Retain permanently cases subject to possible legal action.</p>	
4.(5)	<p>Applications for Employment, 1949-</p> <p>Arranged: Alphabetical Volume: 1 cubic foot Ann.Accum: Less than 1 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>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.(6)	<p>Personnel Requisitions, 1946-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>This is a file of requests to the Department of Personnel for the creation of positions or changes therein. File consists of DF-104 and DFW-1106 and job descriptions, together with limited related correspondence.</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>	<p><i>Disposition Approved</i></p>
6.(7)	<p>Payroll Vouchers, 1952-</p> <p>Arranged: Chronological by year and month Volume: 2 cubic feet Annual Accumulation: Less than 1 cubic foot</p> <p>Series consist of position allocation lists, personnel and payroll analysis sheets and payroll vouchers. The voucher sheet shows employee's 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 Mental Health.</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>	<p><i>Disposition Approved</i></p>
7.(8)	<p>Statistical Reports, 1955-</p> <p>Arranged: Chronological by year and month Volume: 1 cubic foot Annual Accumulation: 1/4 cubic foot</p> <p>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 punchcard 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.</p> <p>Recommendation: Retain for three months after publication and destroy.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.(9)	<p>Memoranda File, 1946-</p> <p>Arranged: Alphabetical by Subject Volume: 16 cubic feet Annual Accumulation: 2 " " (at current rate)</p> <p>This file consists of incoming memoranda issued in Springfield by the 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>
5.(10)	<p>Publicity File, 1946-</p> <p>Arranged: Alphabetical by Subject Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Files consisting of incoming and outgoing communications relative to activities of institution, Superintendent and individual personnel in connection with membership in or affiliation with Societies, Associations, Training Centers, Councils, Committees, Community Services. There are also copies of publicity releases, clippings, publications of staff members and other related items. This file serves no purpose after one biennium.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
5.(11)	<p>Budget Estimates, 1946-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 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 biennia.</p> <p>Recommendation: Retain for four years and destroy.</p>	<p><i>Disposition Approved</i></p>
1.(12)	<p>Monthly Food Cost Reports, 1954-</p> <p>Arranged: Chronological Volume: 7 cubic feet Annual Accumulation: 1 " "</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.(12)	<p>Monthly Food Cost Reports, 1954- (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>	<p><i>Disposition Approved</i></p>
12.(13)	<p>Receiving Reports, 1957-</p> <p>Arranged: Two Files - One Alphabetical & One Numerical Volume: 10 cubic feet Annual Accumulation: 2 " "</p> <p>File containing Form F7-T - Order for Delivery, together with requisitions, purchase orders, 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>	<p><i>Disposition Approved</i></p>
3.(14)	<p>Amusement Fund Invoice-Voucher, 1955-</p> <p>Arranged: Chronological by Check Number Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>File of obsolete Forms FA-13 which were used to voucher payments. Present system requires Form WF-57, Amusement Fund Order, and Invoice-Voucher to be used. Attached to these are statements and some pieces of correspondence and other records of payments.</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>	<p><i>Disposition Approved</i></p>
4.(15)	<p>Storekeeper's Invoice File (Institutional Invoice), 1955-</p> <p>Arranged: Chronological by Year & Numerical Thereunder Volume: 2 cubic feet Annual Accumulation: Less than 1 cubic foot</p>	

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IT NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
4.(15)	<p>Storekeeper's Invoice File (Institutional Invoice) - (Continued)</p> <p>File of invoice forms and ledger books used by storekeepers to record receipt of items by the General Store. Form is also used to record donations made by U.S. Government of surplus food; no charges are made for these items and no accounting is made to the 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>	<p><i>Disposition Approved</i></p>
5.(16)	<p>Financial Reports to Governor, 1946-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 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, Amusement 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>	<p><i>Disposition Approved</i></p>
6.(19)	<p>Departmental Reports (Institutional Activities), 1948-</p> <p>Arranged: Alphabetical by Department Volume: 1 cubic foot Annual Accumulation: Less than 1 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>
7.(20)	<p>Store Receiving Reports, 1959-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: 1 " "</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
7.(20)	<p>Store Receiving Reports, 1959- (Continued)</p> <p>Originals and other copies of P.O.'s, Form WF-1 and Form F7-T, together with attachments. There are also Journals which are used to record new receipts on a daily basis. Original forms are retained in Business Office as well as Journals. Second copy is in Store and third copy at point of origin, (Section requisitioning items.) Use of Journal to be discontinued since inventory is balanced forward on Store Ledger Cards, which are audit items - See Item No. (34). Forms serve no purpose after two biennia and audits.</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>
8.(21)	<p>Storekeeper's Requisitions, 1959-</p> <p>Arranged: Institutional Requisition Number Volume: 3 cubic feet Annual Accumulation: 1 " "</p> <p>Triplicate copies are made of requisitions - One copy to Business Office, one copy to Store and third copy stays at point of origin. Store Recapitulation Sheet is made monthly in duplicate - One copy to Business Office and one in Store. This form is used by General Store and serves 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>	<p><i>Disposition Approved</i></p>
9.(22)	<p>Patient's (Children's) Trust Fund Receipts, 1949-</p> <p>Arranged: Numerically Volume: 2 cubic feet Annual Accumulation: 1/2 " "</p> <p>Copies of receipts for individual patient's Trust Funds. Original is retained in Business Office, second copy to Social Service for Master patient file, and third copy to Donor.</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>

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
0.(23)	<p>Patient's (Children's) Trust Fund Disbursements Receipts, 1946-</p> <p>Arranged: Loose leaf sheets } & Disbursement Books } - Alphabetically arranged</p> <p>Volume: 5 cubic feet</p> <p>Annual Accumulation: 1 " "</p> <p>File of loose leaf sheets, Disbursements Ledger Books and recapitulation sheets. Information pertaining to patient's account is posted from Patient's (Children's) Trust Fund Receipt and Disbursements Book to patient's individual loose leaf sheet. A summary of total accounts is posted to recapitulation sheet and forwarded monthly to Springfield General Office. A system of individual account cards is to be set up, said cards replacing the loose leaf sheets.</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>
1.(24)	<p>Repair and Maintenance Reports, 1959-</p> <p>Arranged: Chronological</p> <p>Volume: 2 cubic feet</p> <p>Annual Accumulation: 1 " "</p> <p>File of work orders and repair requests for maintenance of physical properties of the institution. These documents are used by the Chief Engineer to record operations and they are retained in the Engineer's office. Files serve no purpose after two years.</p> <p>Recommendation: Retain for two years then destroy.</p>	<p><i>Disposition Approved</i></p>
2.(25)	<p>Physical Inventory, 1946-</p> <p>Arranged: Chronological</p> <p>Volume: 15 cubic feet</p> <p>Annual Accumulation: 1 " "</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>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
3.(26)	<p>Quarterly Requisitions, 1952-</p> <p>Arranged: Chronological Volume: 10 cubic feet Annual Accumulation: 2 " "</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>
24.(28)	<p>Fire and Security Reports, 1955-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: $\frac{1}{4}$ " "</p> <p>Copies of Fire Reports FD-4 , FD-8 (or equivalent), Fire prevention drills, weekly and semi-annual summarizations of activities. The Security File includes reports, registers of employees' cars, weekly, monthly and annual reports of inspection of physical plant and action taken. Copies of reports forwarded to Springfield, Ill.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>
25.(29)	<p>Kitchen Laboratory Reports, 1959-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: $\frac{1}{4}$ " "</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 Mental Health 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>
6.(31)	<p>Medical Reports, 1960-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: 1 " "</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
26.(31)	<p>Medical Reports, 1960- (Continued)</p> <p>File of DFW forms, such as daily nursing notes, physicians' orders, record of medicines prescribed, therapy orders and comments, reports of movement of population (census), schedules of patients (children's) location, ward checks on personnel. Social Service Department daily extracts information relative to movement of population for statistical reports to Springfield, as well as reporting for all purposes to General Office.</p> <p>Recommendation: Retain Medical Reports for one year then destroy.</p>	<p><i>Disposition Approved</i></p>
27.(32)	<p>Ward Books, 1946-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: Less than 1 cubic foot</p> <p>File of books which are used on the floors (wards) by the nursing staff to record activities of specific floor; also refers to appliances of students and other items related to patients' (children's) care. Any information of a medical nature is entered in patients' (children's) Master record. Remainder of comments indicate only that employees are caring for patients (children) and that floor (ward) is in order. An opinion has been obtained from Doctor Anderson of the American Hospital Association which indicates no purpose is served by retaining these items.</p> <p>Recommendation: Retain for two years then destroy.</p>	<p><i>Disposition Approved</i></p>
28.(33)	<p>Narcotic Prescription Books and Blanks, 1946-</p> <p>Arranged: Chronological Volume: 2 cubic feet Annual Accumulation: Less than 1 cubic foot</p> <p>The original pre-numbered Narcotic Prescription Book is used to administer drugs for the individual patients (children) and a daily report of narcotic count is kept as well. Since children require few narcotics, prescription blanks and books are used for all types of medicine. Physicians' orders confirming the prescriptions are entered in patients' (children's) medical record.</p> <p>Recommendation: Retain for <u>four</u> years and destroy.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.(57)	<p>Power Plant Operating Records, 1955-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>This institution does not have a Power Plant of its own; therefore, file consists of monthly reports such as Chief Engineer's Operation Report, Water and Electric current report, Boiler Room and a daily Power Plant Operations and related items. Original of daily and monthly records remains in institution; second copy to Supervisor in Springfield, and third copy to the Division of Architecture in Springfield. Reports and recapitulation records should be retained five years.</p> <p>Recommendation: Retain five years and destroy.</p>	<p><i>Disposition Approved</i></p>
3.(58)	<p>Bank Accounting and Disbursement Records, 1955- (Trust and Amusement Funds)</p> <p>Arranged: Numerically by Check numbers Chronological for Statements & Deposit slips & Ck.Stubs Volume: 1 cubic foot Annual Accumulation: Less than 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. The monies deposited to the account of an individual patient (child) are deposited in the Trust Fund. Sums are withdrawn for expenses of individual and payments are made by check. Amusement Fund is comprised of the total receipts from vending machines; profits from these machines are deposited in said Fund and disbursement is made at Superintendent's direction for replacement of vendable items, recreational supplies and activities. Payments are made from this Fund by means of a check. Both of the Funds are under the control of the Business Manager at each institution.</p> <p>Recommendation: Retain for six years then destroy, provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
4.(59)	<p>Transmittal Records (To and From State Treasurer), 1955-</p> <p>Arranged: Chronological by year and month Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p>	

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
<p>4.(59) Transmittal Records (To and 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 Mental Health (formerly Public Welfare), Springfield (Form 104-MH) 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>	<p><i>Disposition Approved</i></p>	
<p>5.(60) Gas and Garage Records, 1959-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>Information relative to distribution of bulk gas, oil and related items is posted to an inventory sheet in General Store and as distribution is made, the amounts used are recorded on individual slips and charged against operating costs of a specific vehicle. Information is forwarded to General Office on duplicate copy of Automotive Cost Report Book.</p> <p>Recommendation: Retain for two years and destroy provided a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>	
<p>6.(61) Linen Control Records, 1955-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: $\frac{1}{4}$ " "</p> <p>File of laundry lists (A), quantity, quota changes (Form WF-7), inventory shortages and overages (Form WF-8), inventory check list and condemning slips. Linens are inventoried monthly at each location and a recapitulation sheet indicating overages and shortages is also made. Original reports go to institution's Business Office and second copy remains with checker. These records serve no purpose after one year.</p> <p>Supersedes Schedule 50-53 - Item 42 - October 10, 1958.</p> <p>Recommendation: Retain for one year and destroy.</p>	<p style="text-align: center; vertical-align: middle;"><i>Disposition Approved</i></p> <p style="text-align: right; font-size: small;">Sp by 63-4, #38</p>	

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7.(62)	<p>Building Contracts, Specifications and Awards, 1955-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: $\frac{1}{4}$ 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 Mental Health 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>	<p><i>Disposition Approved</i></p>
8.(63)	<p>Summary of Store Accounts, 1959-</p> <p>Arranged: Chronological by year and month Volume: 1 cubic foot Annual Accumulation: $\frac{1}{4}$ " "</p> <p>File of Forms WF-34 and adding machine tapes. 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>	<p><i>Disposition Approved</i></p>
9.(64)	<p>Pest & Insect Control Reports, 1959-</p> <p>Arranged: Chronological by year and month Volume: 1 cubic foot Annual Accumulation: Less than 1 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. An Inspection Report is made weekly; original is forwarded to Institution Business Office, copy retained in exterminator's office. A quarterly report on conditions and cost account is forwarded to General Office, Fiscal Service. Records serve no purpose after two years.</p> <p>Recommendation: Retain for two years and destroy.</p>	<p><i>Disposition Approved</i></p>

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40.(70)	<p>Telegraphic Communication Records, 1957-</p> <p>Arranged: Chronological Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p> <p>File of duplicate copies of telegram and teletype messages. These are used to support payment of Western Union bills. Serves no purpose after one year.</p> <p>Recommendation: Retain one year and destroy.</p>	<p><i>Disposition Approved</i></p>
41.(71)	<p>Telephone Records, 1957-</p> <p>Arranged: Chronological by year, day and month Volume: 1 cubic foot Annual Accumulation: $\frac{1}{4}$ " "</p> <p>File of forms which are used to record outgoing long distance phone calls of the institution. Forms 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>
42.(72)	<p>Volunteer Services, 1948-</p> <p>Arranged: Subject File and Chronological thereunder Volume: 2 cubic feet Annual Accumulation: $\frac{1}{4}$ " "</p> <p>a. File of forms pertaining to qualifications, evaluations and assignments of Volunteers.</p> <p>b. Reports in statistical and narrative form which are prepared each month, one copy going to the Chicago Office, one to Hospital Superintendent, and triplicate retained in Service's Office.</p> <p>c. A small amount of correspondence and related items.</p> <p>Recommendation: Retain four years and destroy.</p>	<p><i>Disposition Approved</i></p>
43.(47)	<p>Achievement Tests, 1950-</p> <p>Arranged: Alphabetical by Student's Name Volume: 1 cubic foot Annual Accumulation: Less than 1 cubic foot</p>	<p><i>Disposition Approved</i></p>

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NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
43.(47)	<p>Achievement Tests, 1950- (Continued)</p> <p>File consists of tests which are completed quarterly by the Student in Education Section of Hospital-School. An interpretation is entered on a "Test Record Sheet" and an "Achievement Report Sheet"; and these are retained in each child's Master Folder. Since the academic records are part of the Master Record (Medical-Clinical Case Folder), they are being retained 25 years in accordance with Schedule 60-40 dated Sept. 1960. Original tests need not be retained longer than five years for checking purposes.</p> <p>Recommendation: Retain tests for five years then destroy.</p>	<p><i>Disposition Approved</i></p>
44.(104)	<p>Psychological Evaluations, 1955-</p> <p>Arranged: Alphabetical by Patient's/Employee's Name Volume: 6 cubic feet Annual Accumulation: $\frac{1}{4}$ " "</p> <p>File of folders for each patient and/or employee who is psychologically evaluated. Folder contains examination sheet, progress notes and tests such as Rorschack, Wechsler, Bellevue and similar tests. Originals of the psychological report go into the child's Master Record (Medical-Clinical), with copies to Medical Office and Educational Office.. In the case of an employee, it is incorporated in the Personnel Folder. Test data is not duplicated; therefore, it remains in psychologist's office.</p> <p>Recommendation: Two years after termination of services (psychological), destroy entire contents of folder (duplicate material) retaining only the test data for study purposes.</p>	<p><i>Disposition Approved</i></p>
45.()	<p>Duplicate Student Records</p> <p>A. Educational Service, 1946-</p> <p>Arranged: Alphabetical by Student's Name Volume: 6 cubic feet Annual Accumulation: $\frac{1}{2}$ " "</p> <p>File of copies of progress notes, summary reports on each student. Original is filed in student's Master Record. These duplicate records serve no purpose in Service after one year.</p> <p>B. Nursing & Home Life Service, 1946-</p> <p>Arranged: Alphabetical by Student's Name Volume: 4 cubic feet Annual Accumulation: $\frac{1}{4}$ " "</p> <p>(Continued on next page)</p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

FORM-1A

(CONTINUATION SHEET)

APPLICATION NO. 62-37

PAGE 17 OF 18 PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
45.()	<p>Duplicate Student Records (Continued)</p> <p>B. Nursing & Home Life Service, 1946- (Continued)</p> <p>File of copies of progress notes, summary reports, accident and injury reports, disciplinary action, clothing inventory, clinical and surgical reports, staffing notes, house parents' reports and similar related items. This folder is a working tool only and serves no purpose in the Service after period of one year, inasmuch as originals of all reports are filed in Master File of each student</p> <p>C. Occupational Therapy, 1946-</p> <p>Arranged: Alphabetical by Student's Name Volume: 4 cubic feet Annual Accumulation: $\frac{1}{4}$ " "</p> <p>File of copies of progress notes, summary reports, evaluation sheets, equipment listings and similar and related items. Originals are in student's Master File; therefore, no purpose is served by retaining duplicates beyond one year.</p> <p>D. Speech Therapy, 1946-</p> <p>Arranged: Alphabetical by Student Volume: 4 cubic feet Annual Accumulation: $\frac{1}{4}$ " "</p> <p>File of copies of progress notes, summary reports, speech and language evaluations, articulation tests, audiometer tests, oral tests and similar and related items. Originals are in Student's Master File; therefore, no purpose is served by retaining duplicates beyond one year.</p> <p>E. Physical Therapy, 1946-</p> <p>Arranged: Alphabetical by Student's Name Volume: 6 cubic feet Annual Accumulation: $\frac{1}{2}$ " "</p> <p>File of copies of progress notes, summary reports, muscle examination reports, Activities Reports, physicians' examination and orders, physical therapy treatment records, program reviews and similar and related items. Originals of all reports except muscle examinations, physicians' orders and physical therapy treatment reports are presently in Master Folder. In the future, all items are to be in Master Folder (Medical-Clinical Case Record.) Since all originals are to be placed in Master Folder, no purpose is served by retaining duplicates beyond one year in the specific Service.</p>	

(Continued on next page)

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

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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.() Duplicate Student Records (Continued)

Recommendations: A,B,C,D & E -
 Retain one year in specific Service, then destroy
 provided originals of all important documents and
 forms are located in Master Folder (Medical-Clinical
 Case Record).

NOTE: Master Folder to be retained 25 years after
 termination of services in accordance with
 Schedule 60-40 dated Sept. 1960.

*Disposition
Approved*