

STATE OF ILLINOIS
STATE RECORDS COMMISSION

FORM #1

APPLICATION NO. 70-10

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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

CHILDREN AND FAMILY SERVICES, DEPARTMENT OF

DIVISION

Child Welfare

SUBDIVISION

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.

Edward J. Heaven
HEAD OF AGENCY

3-13-70
DATE

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

RECOMMENDATION:

approved

Laura Revell 4/7/70
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL

Alvin Cassady
CHAIRMAN

William K. Aldinger
SECRETARY

April 8, 1970.

DATE

DESCRIPTION OF ITEMS OR RECORD SERIES

ITEM NO.

GIVE TITLE, EARLIEST DATE, 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

Care and Maintenance Ledger, 1964-

A record of monthly billings to parents or guardians of estate of children for the amount of their determined liability and monies received. Form Number is CFS 916. These are posted monthly and closed when account has been paid in full and there are no additional charges.

Arranged: Alphabetically
Annual Accumulation: 0.2 Cubic Feet
Recommendation: Closed ledger may be destroyed when the post audit has been made under the supervision of the Auditor General.

Disposition Approved

2. Care and Maintenance Receipt, 1964-

Receipt issued to payor of amounts toward charges for child care. Receipt is a two-part form: one copy is sent to payor and original filed in Division Office. Form Number is CFS 916-1. It is issued as remittances are received.

Arranged: Numerically
Annual Accumulation: 1 Cubic Foot
Recommendation: Retain one (1) full year after post audit is completed by the Auditor General, then destroy.

Disposition Approved

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FORM-1A

DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
<p>3. Care and Maintenance Billing Register, 1964-</p> <p>A duplicated record of monthly activity in the care and maintenance accounts. It is a running record of all transactions as posted by the Burroughs Bookkeeping machine. The Form Number is CFS 916-2. Certain information is also placed on a carbonized overlay sheet.</p> <p>Arranged: Chronologically Annual Accumulation: 1 Cubic Foot Recommendation: Retain until Auditor General post audit is made, then destroy.</p>	<p><i>Disposition Approved</i></p>
<p>4. Trust Fund Ledger, 1964-</p> <p>A record of all benefit payments and voluntary contributions received and disbursed for children. Form Number is CFS 916-4.</p> <p>Arranged: Alphabetically Annual Accumulation: 0.2 Cubic Foot Recommendation: Retain for two (2) years from date of closing and then destroy, provided an Auditor General post audit was completed.</p>	<p><i>Disposition Approved</i></p>
<p>5. Trust Fund Payment Authorization, 1964-</p> <p>A form prepared in triplicate to report the amount authorized to be expended monthly from a child's Trust Fund Account for care and maintenance. Present Form Number is CFS 916-4a.</p> <p>Arranged: Alphabetically Annual Accumulation: 1 Cubic Foot Recommendation: Retain for two (2) years after the close of the biennium, and then destroy provided an Auditor General post audit was completed.</p>	<p><i>Disposition Approved</i></p>
<p>6. Children's Trust Fund Receipt, 1964-</p> <p>Receipt issued to payor of funds deposited in Children's Trust Fund Account. Form Number is CFS 916-5. It is prepared in duplicate: copy to payor and original retained in Division office. It is issued as remittances are received.</p> <p>Arranged: Numerically Annual Accumulation: 2 Cubic Feet Recommendation: Retain for one (1) full year after post audit is completed by the Auditor General.</p>	<p><i>Disposition Approved</i></p>

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FORM-1A

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

7. Children's Trust Fund Cash Receipts & Disbursements Journal, 1964-
A record of daily transactions in the Children's Trust Fund Accounts. It is prepared by a Burroughs Bookkeeping machine. Form Number is CFS 916-6.

Arranged: Chronologically
Annual Accumulation: 1 Cubic Foot
Recommendation: Retain until Auditor General post audit is complete, then destroy.

*Disposition
Approved*

8. Care and Maintenance Cash Receipts Journal, 1964-

A record of all cash receipts in the care and maintenance program. The present Form Number is CFS 916-7. Forms are prepared on Burroughs Bookkeeping machine with overlay sheet.

Arranged: Chronologically
Annual Accumulation: 0.5 Cubic Foot
Recommendation: Retain until post audit of Auditor General is made, then destroy.

*Disposition
Approved*

Clearing Account Deposit Slip, 1964-

A four-part form prepared to accompany deposits made into the State Treasury. Two (2) copies are presently retained in the Division Office. The present Form Number is CFS 916-8.

Arranged: Chronologically
Annual Accumulation: 0.1 Cubic Foot
Recommendation: Billing Section copy can be destroyed after Auditor General post audit is completed. Retain validated copy with CFS 918 Remittance Form three (3) full biennia and then destroy, provided a post audit is made by the Auditor General.

*Disposition
Approved*

10. Notice of Charge, 1964-

This record is prepared in duplicate to establish, revise or stop a charge for child care. The present Form Number is CFS 916-9.

Arranged: Numerically
Annual Accumulation: 0.5 Cubic Foot
Recommendation: Retain until Auditor General post audit is completed, then destroy.

*Disposition
Approved*

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

11. Debit Adjustments, 1964-

This record is prepared in duplicate in Determination Section to authorize an additional charge for child care. The Form Number is CFS 916-10.

Arranged: Numerically as stamped in office.
Annual Accumulation: 0.1 Cubic Foot
Recommendation: Retain until Auditor General post audit is complete, then destroy.

*Disposition
Approved*

12. Credit Adjustments, 1966-

This record is prepared in duplicate in Determination Section to authorize a credit toward the balance due in an account for child care. The present Form Number is CFS 916-11.

Arranged: Numerically as stamped in office.
Annual Accumulation: 0.5 Cubic Foot
Recommendation: Retain until Auditor General post audit is complete, then destroy.

*Disposition
Approved*

13. Cash Received by Mail, 1965-

This is a reconciliation report of currency received and is prepared daily. The present Form Number is CFS 916-12.

Arranged: Chronologically
Annual Accumulation: 0.5 Cubic Feet
Recommendation: Retain until the Auditor General post audit is complete, then destroy.

*Disposition
Approved*

14. Remittance Reconciliation, 1965-

Form prepared by check to report daily payments received. The present Form Number is CFS 916-13.

Arranged: By date of preparation
Annual Accumulation: 0.5 Cubic Feet
Recommendation: Retain until Auditor General post audit is completed, then destroy.

*Disposition
Approved*

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ITEM	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
15.	<p>Determination Section Report, 1964-</p> <p>An information report regarding the number of families evaluated as to financial liability for child care. Form Number is CFS 916-30.</p> <p>Arranged: Chronologically Annual Accumulation: 1 Cubic Foot Recommendation: Retain two (2) years and then destroy, providing a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
16.	<p>Collections Section Report, 1964-</p> <p>An information report of source and amounts of payments and disbursements for Trust Fund Accounts and amount of payments in care and maintenance, prepared monthly. Present Form Number is CFS 916-31. Retain two (2) years and then destroy, providing a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>
17.	<p>Trust Fund Checks, 1965-</p> <p>This group includes two types of records: 1) Carbon copy of each check issued as payment to an individual, agency, or institution for the care of a child, with stub attached; and 2) cancelled checks from the bank.</p> <p>Arranged: Numerically Annual Accumulation: 1 Cubic Foot Recommendation: 1) Retain carbon copy until Auditor General post audit and then destroy; 2) retain cancelled checks three (3) full biennia and then destroy, provided an Auditor General post audit has been made.</p>	<p><i>Disposition Approved</i></p>
18.	<p>Deposit Tickets, 1964-</p> <p>These are checking account deposit tickets from the First National Banks of Springfield and Chicago for the Children's Trust Fund.</p> <p>Arranged: Chronologically Annual Accumulation: 0.1 Cubic Foot Recommendation: Retain until post audit has been completed under the supervision of the Auditor General, and then destroy. ^{Tickets} Retain cancelled checks three (3) full biennia and then destroy, providing a post audit has been made under the supervision of the Auditor General.</p>	<p><i>Disposition Approved</i></p>