

STATE RECORDS COMMISSION

FORM-1

APPLICATION NO. 72-53
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

Department of Children and Family Services

DIVISION
Administrative Services

SUBDIVISION
Parental Determination Unit

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.

Joni Ann Lawrence 9/13/72
HEAD OF AGENCY DATE

RECOMMENDATION:
Approved

John W. Lewis 10/3/72
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:
Herb Passaby
CHAIRMAN
William K. Aldridge
SECRETARY

October 4, 1972
DATE

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

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES 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
1	<p>Parental Determinations Files 1964 -</p> <p>These files contain copies of documents relative to this Department's determination of parental financial responsibility for service supplied to their children by this Department - included are copies of financial statements, records of payment, processing forms and associated correspondence. Reference to these cases is minimal after being closed past two years.</p> <p>Accumulation is approximately 10 cubic feet per year.</p> <p>RECOMMENDATIONS: Destroy all cases closed 1/1/67 and prior immediately. Retain for <u>two</u> years after closing then transfer to State Records Center for <u>three</u> additional years. Destroy all records five years after closing. Present accumulation to be destroyed upon approval is approximately 25 cubic feet. Amount to be stored now will also be approximately 30 cubic feet.</p>	<p>Disposition Approved</p> <p>providing any claims involved in the files described herein which still have a possibility of collectibility not be included herein and further that</p> <p>a post audit be made under the supervision of the Auditor General.</p>