

STATE OF ILLINOIS
STATE RECORDS COMMISSION

73-18 superseded
item 29 of 60-47
APPLICATION NO. 73-18

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

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A RM-44

AGENCY
CHILDREN AND FAMILY SERVICES

DIVISION
Educational and Residential Services

SUBDIVISION
Visually Handicapped Institute

RECOMMENDATION:

ff
Michael Amlett 5/15/73
ARCHIVIST DATE

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:

Jerome G. Miller 4/16/73
HEAD OF AGENCY DATE

Alvin P. ...
CHAIRMAN
William K. Alderfer
SECRETARY

May 16, 1973
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
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Case Records - Visually Handicapped Persons -

Dates: 1949-
Volume: 160 cubic feet
Annual Accumulation: 16 cubic feet
Arranged: Alphabetical by patient

Case records of individuals receiving services for the blind, consisting primarily of face sheet, physician's report on eye examination, intake study, talking book machine, issuance and repair records, memos to and from Regional Offices relative to therapy and teaching aids such as Braille books and phonograph records, some correspondence from individual and other related items.

Effective July 1, 1972 - transfer all Regional Office folders to Community Services - Visually Handicapped Persons, Chicago office.

This item supersedes Schedule 60-47, Item 29 (75).

Recommendation: Five (5) years after termination of services, the case folders are to be weeded of all non-essential material, retaining permanently the Master Card, face sheet and eye exam report on each individual to whom service has been rendered.

Disposition Approved