

STATE OF ILLINOIS
STATE RECORDS COMMISSION

A RM-44

APPLICATION NO. 74-16
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

Children and Family Services

RECOMMENDATION: *M*

DIVISION

Central Field and Business Management

SUBDIVISION

Michael J. Howlett 4/9/74
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 B. Miller
HEAD OF AGENCY

2-15-74
DATE

Walter C. [unclear]
CHAIRMAN
William K. [unclear]
SECRETARY
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
	<p>Social Service Information Systems Day Sheet</p> <p><i>Rec'd - See 77-74, 3/19/79</i></p> <p>Dates: 1973 - Volume: 40 cubic feet Annual Accumulation: 60 cubic feet Arranged: By districts and regions.</p> <p>This form is used by the Field Personnel to log their <u>daily</u> activities for auditing purposes - listing places visited, contacts made, hours consumed, meals, lodging and any other expense.</p> <p>Recommendation: Retain six (6) months in office - transfer to Records Center for four (4) years - then destroy providing audit has been completed under supervision of Auditor General.</p>	<p>Disposition: Approved</p> <p><i>Subject to 77-74 Item 3/9</i></p>