

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 76-5
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY <u>Department of Children and Family Services</u>	RECOMMENDATION:
DIVISION <u>Management Services</u>	
SUBDIVISION <u>Records Management</u>	<u>Michael C. Hamlett</u> <u>1-24-76</u> 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. <u>M. Healey</u> <u>1-12-76</u> HEAD OF AGENCY DATE	STATE RECORDS COMMISSION APPROVAL: <u>John Daly</u> CHAIRMAN <u>William K. Aldinger</u> SECRETARY
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	<u>JAN 28 1976</u> DATE

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>Records Management RM-4A Records Transfer Sheet</p> <p>Dates: 1966 - Volume: 4 cubic feet Annual Accumulation: Negligible Arranged: Chronological by Area</p> <p>Summarizes contents of record storage boxes stored in the State Records Center.</p> <p>Recommendation: Retain one (1) year past destruction of records listed and then dispose of provided audit has been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	<p>Disposition Approved</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

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A RM-44A

ITEM
NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

2. Records Management Correspondence

Dates: 1966 -
Volume: 1 cubic foot
Annual Accumulation: Negligible
Arranged: Chronological by Area Office

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CANCELLED.
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Memoranda pertaining to records retrieval requests, assignment of numbers, requests for permission to store or dispose of records.

Recommendation: Retain one (1) year in the office and then dispose of providing audit has been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

*Disposition
Approved*

3. Records Management CFS832 - Listing of Records and Other Material

Dates: 1966 -
Volume: 4 cubic feet
Annual Accumulation: Negligible
Arranged: Chronological by Area Office

List of individual records contained in storage boxes stored in the State Records Center.

Recommendation: Retain one (1) year past destruction date of records listed then dispose of provided audit has been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

*Disposition
Approved*