

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 77-68

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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM/M RM-7

AGENCY
Department of Children and Family Services

DIVISION
Management Services

SUBDIVISION
Manpower and Labor Relations

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.

Margaret M. Kennedy 6-1-77
HEAD OF AGENCY DATE

RECOMMENDATION:

Alan J. Dixon 7/21/77
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

William R. Aldinger
CHAIRMAN
SECRETARY
JUL 21 1977
DATE

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

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>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.</p> <p>Closed Departmental Employees Workmen's Compensation Claims Settled by the Industrial Commission (Duplicates)</p> <p>Dates: 1964 - Volume: 2 cubic feet Annual Accumulation: Less than 1/2 cubic foot Arrangement: Alphabetical by name of petitioner</p> <p>This file consists of duplicate Industrial Commission decisions, rulings and settlements, medical billings, statements of employee and employer on employee's injury, and any other related back-up material pertaining to the settlement of Department of Children and Family Services employees' Workmen's Compensation Claims by the Industrial Commission. Additional duplicates are maintained by the Department of Finance (currently the administering agency for Workmen's Compensation Claims for Code agencies and employees) and the originals are maintained by the Industrial Commission for five (5) years from date of settlement; or in cases settled by arbitration, five (5) years from date of arbitration with pension cases being kept open as long as the person is alive (per approved application 63-1).</p> <p>Each claimant is allowed 1 1/2 years to appeal decisions made by the Industrial Commission. If no appeal is made within this time span, the decision is final.</p>	<p>Application Deferred Pending Consultation with the Risk Management Section of the Department of Finance 6/15/77</p>

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(CONTINUATION SHEET)

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DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
<p>Recommendation: Retain in the office two (2) fiscal years after settlement of case, then dispose of (by shredding), providing audit has been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	<p>Disposition Approved 7/21/77</p>
<p>2. Employer's First Report of Injury and Employee's Notice of Injury (Originals)</p>	
<p>Dates: 1974 - Volume: 2½ cubic feet Annual Accumulation: Less than ½ cubic foot Arrangement: Alphabetical, Numerical</p>	
<p>This file consists <u>exclusively</u> of original and preliminary reports of employee injuries from which no medical bills or other costs related to the injury arise. The file also includes original Workmen's Compensation Employee's Notice of Injury (completed and submitted by employees sustaining an injury).</p>	
<p><u>Illinois Revised Statutes</u>, Chapter 48, § 172.38, Paragraph 3, establishes three (3) years as the statute of limitations for initiating an action to recover damages for an injury sustained.</p>	
<p>Recommendation: Retain three (3) fiscal years in the office, then dispose of, providing audit has been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	<p>Disposition Approved 7/21/77</p>
<p>3. Case Records Claims Services Files (Duplicates)</p>	
<p>Dates: 1964 - Volume: 7 cubic feet Annual Accumulation: 1 cubic foot Arrangement: By work location, then alphabetical</p>	
<p>These files contain the duplicate case records (both open and closed) covering personal injuries of employees, claims for damages to or destruction of personal property of employees, motor vehicle accidents involving state-owned automobiles, claims of visitors and outsiders injured at facilities or any other Workmen's Compensation injury.</p>	

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Includes the following forms: Employee's Notice of Injury, Management's Statement of Employee's Injury, Personal Property Claim, Claim for a Service-Connected Illness, Summary of Disability Report, Final Report of Injury, and Report of any Motor Vehicle Accident.

These records are for claims of a minor classification that are not forwarded to the Illinois Industrial Commission for settlement. Since July 1, 1975, the original copy of these records are sent to the Risk Management Division, Department of Finance, to be administered through that Agency.

Recommendation:

Retain five (5) years in office after closure of case, 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*

7/21/77