STATE OF ILLINOIS STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

APPLICATION NO. 77-72 PAGE 1 OF 2 PAGES.

	0	/
	1.7	

·	II MECOMMENDATIONI
Department of Children and Family Services	
/Mign	
nterstate Compact	
BOLVISION	
ONA CONTRACTOR OF THE CONTRACT	alan O. Dixon il 6/15/77
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:
Maigrand M. Kennedij (1-77 HEAD OF AGENCY 1 THE DATE	William & alderfer
7,	JUN 1 5 1977
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS	

DESCRIPTION OF ITEMS OR RECORD SERIES

ITEM NŌ.

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

Closed Interstate Child Placement Case Files (Originals)

Dates:

1974 -

COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

Volume:

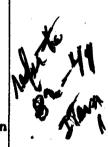
15 cubic feet 6 cubic feet

Arrangement:

Annual Accumulation:

Alphabetical by name of child

This file includes records related to placement of Illinois Children in another state or placement of children from other states in Illinois. Children are placed by person(s), agency or court into various settings including foster family care, group home care, residential treatment center, institutional care, adoption or placement with relatives. To facilitate the legal and administrative facets of such placements, the majority of states (forty-one at present) belong to the Interstate Compact on the Placement of Children, although agreements may be also negotiated with non-member states. Files include, but are not limited to, summary reports prepared by caseworkers regarding the desirability of prospective placements, reports on the physical, historical and personal characteristics of the child, formal applications to place the child, approval or denial to place the child from the receiving state, status reports on the placement of child, any related correspondence and memoranda, and 5" x 8" card file serving as an index and informational summary.



APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

PAGE 2 OF 2 PAGES.

49

2.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

The length of placement determines how long the file remains open. Duplicates of these records are maintained by the sending and receiving agencies and the administrators involved.

Recommendation:

Retain five (5) years in the office after closure of the case, then transfer corresponding 5" x 8" summary cards to the State Archives for permanent retention and dispose of remaining accumulation (by shredding) providing all audits have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

Disposition Approved

Service to Other Agencies -- Correspondence and Master Cards (Originals)

Dates:

1975 -

Volume:

15 cubic feet

Annual Accumulation: Arrangement:

5 cubic feet
By state, then alphabetical

These files contain correspondence from other states requesting information relative to a particular case. Upon receipt of request, a log of the activity is posted on a 5" x 8" card for future reference, and the request is sent on to the involved area for processing.

Recommendation:

Retain two (2) years in office, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

Disposition Approved