

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 77-74

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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

6/16

RM/M RM-7

AGENCY
Department of Children and Family Services

DIVISION
Information Systems

SUBDIVISION
DNA

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
HEAD OF AGENCY

6-1-77
DATE

RECOMMENDATION:

Alan J. Dixon 6/15/77
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN

William K. Alderfer
SECRETARY

JUN 15 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
1.	<p>Departmental Voluntary Agency Claim Vouchers (Originals)</p> <p>Dates: 1969 - Volume: 21 cubic feet Annual Accumulation: 3 cubic feet Arrangement: Alphabetical by facility</p> <p>These files contain original copies of claim vouchers for reimbursement for the care of children placed in homes, schools, and other facilities--submitted monthly to the Department of Children and Family Services from both within the state and from out of state locations.</p> <p>Recommendation: Retain two (2) years in office, transfer to Records Center for four (4) years, then dispose of, providing audits have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	Disposition Approved

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

2. Closed Subsidized Adoption Case Files (Originals)

Dates: 1970 -
Volume: 6 cubic feet
Annual Accumulation: 1 cubic foot
Arrangement: Alphabetical by client

Each case file maintained on each child subsidized by the Department for adoption contains original Subsidized Adoption Data Sheets, Subsidized Adoption Work Sheets, and related payment authorizations completed and submitted by area office caseworkers to the agency to initiate payment out of various appropriated funds. Duplicates are maintained in each child's service record maintained in the appropriate area office of the Department on a permanent basis. Case files are open or active for varying time periods.

Recommendation: Retain two (2) fiscal years in the office after closure of case, then transfer to the State Records Center for an additional three (3) years retention, then dispose of (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

3. Daily Service Sheets (Originals) -- Social Service Workers

Dates: 1973 -
Volume: 288 cubic feet
Annual Accumulation: 72 cubic feet
Arrangement: Chronological and by area office

The original Daily Service Sheets are submitted by social service workers and detail type of service provided and to whom. This information is keyed into the Department's data base where it is accessed for preparation of periodic reports. Duplicates of the Daily Service Sheets may be kept by the area office from which the service is provided. The above-described records may be subject to Federal audit.

Application # 74-16 rewritten to clarify types and recommendations for Daily Service Sheets.

Handwritten notes:
85-71
JTM
1

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Recommendation:

Retain in the office one (1) month after key entry, then transfer to the State Records Center for an additional four and one half (4½) years retention, then dispose of (by shredding) providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.

**Disposition
Approved**
As Amended

4. Monthly and Yearly Listings of Payments to Foster Parents (Originals)

Dates: 1970 -
Volume: 32 cubic feet
Annual Accumulation: 4 cubic feet
Arrangement: Alphabetical by child and chronological by month

Two related types of listings, both in the form of computer print-outs generated internally (originals), serve to account for amounts paid by the Department for each child eligible for subsidy as listed by foster homes. One listing is generated monthly and the other listing, which has been generated since 1970, serves as a yearly and monthly recapitulation providing total amounts paid by the Department.

Recommendation: Retain two (2) fiscal years in the office, then transfer to the State Records Center for four (4) fiscal years retention, 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.

*Refer to
85-70M
Item 1*

**Disposition
Approved**

5. Warrant Listings Received From the Comptroller's Office (Duplicates)

Dates: 1970 -
Volume: 3 cubic feet
Annual Accumulation: Less than ½ cubic foot
Arrangement: Chronological

These duplicate computer print-outs transmitted to the agency from the State Comptroller's Office lists warrants issued by that office drawn from the agency's appropriated funds. Original listings of warrants issued are maintained by the office of the State Comptroller.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Recommendation: Retain two (2) fiscal years in the office, then transfer to the State Records Center for four (4) years retention, 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.</p>	<p align="center"><i>Disposition Approved</i></p>
6.	<p>Refund Worksheets and Listings of Returned and Cancelled Warrants (Originals and Duplicates)</p> <p>Dates: 1972 - Volume: 1½ cubic feet Annual Accumulation: Negligible Arrangement: Chronological, then numerical</p> <p>Original Refund Worksheets are generated internally within the agency when the amount of payment to a recipient is in error. These worksheets allow the agency to process the resultant refunds into the system, either by adjustment of payment to the recipient or by direct refund.</p> <p>Duplicates of returned warrants (photocopy of warrant returned undeliverable to the Comptroller's Office) are received by the agency from the State Comptroller's Office as notice of warrants that were not delivered due to changes of address of recipient, incorrect amount, or other various reasons. Duplicate listings of cancelled warrants, which are received by the agency from the State Comptroller's Office, serve as notice to the agency of action taken by the Comptroller's Office on returned warrants when such actions are requested by the agency. Original records of returned warrants and cancelled warrants are maintained by the State Comptroller's Office.</p> <p>Recommendation: Retain six (6) fiscal years in the office, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	
7.	<p>Board Vouchers (Duplicates, Computer Print-outs)</p> <p>Dates: 1970 - Volume: 4½ cubic feet Annual Accumulation: 1 cubic foot Arrangement: By payee I. D. number and appropriation</p>	

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ITEM	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This duplicate voucher (in computer print-out form) is prepared monthly to summarize and accompany the computer tape for boarding payments for children served by the Department of Children and Family Services. An additional duplicate is maintained with the Department's voucher files and the original is submitted to and retained by the Office of the Comptroller for a period of three (3) fiscal years.</p> <p>Recommendation: Retain two (2) fiscal years in the 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.</p>	<p><i>Disposition Approved</i></p>
<p>8.</p>	<p>General Invoice Vouchers and Related Authorizations and Correspondence (Duplicates)</p> <p>Dates: 1973 - Volume: 1½ cubic feet Annual Accumulation: Less than ½ cubic foot Arrangement: Chronological</p> <p>This agency generates duplicate invoice vouchers with supporting authorizations and related correspondence to authorize payments only when payments cannot be issued through its data system for various reasons. Original vouchers are submitted to and retained by the State Comptroller's Office for a period of three (3) fiscal years.</p> <p>Recommendation: Retain six (6) fiscal years in the 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.</p>	<p><i>Disposition Approved</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
9.	<p>Daily Service Sheets (Originals)--Ancillary Workers</p> <p>Dates: 1973- Volume: 288 cubic feet Annual Accumulation: 72 cubic feet Arrangement: Chronological and by area office</p> <p>The original Daily Service Sheets are submitted by ancillary workers (volunteers, advocates, students etc.) and detail type of service provided and to whom. This information is keyed into the Department's data base where it is accessed for preparation of periodic reports. Duplicates of the Daily Service Sheets may be kept by the area office from which the service is provided. The above described records may be subject to Federal audit.</p> <p><u>Application # 74-16 rewritten to clarify types and recommendations for Daily Service Sheets.</u></p> <p>Recommendation: Retain in the office one (1) month after publication of report, then dispose of (by shredding) providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and if no litigation is pending or anticipated.</p>	<p><i>Refer to 85-71 Item 1</i></p> <p>Disposition Approved As Amended</p>