

STATE OF ILLINOIS
STATE RECORDS COMMISSION

RM/M RM-7

APPLICATION NO. 77-75

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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY
Department of Children and Family Services

DIVISION
Management Services

SUBDIVISION
Trust Fund Unit

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

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

RECOMMENDATION:

Alan J. Dziemijl 6/15/77
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

William K. Alderfer
CHAIRMAN
SECRETARY

JUN 1 5 1977
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>Trust Fund General Correspondence</p> <p>Dates: 1964 - Volume: 18 cubic feet Annual Accumulation: 3 cubic feet Arrangement: Alphabetical</p> <p>These files contain all general correspondence relating to Trust Fund Accounts as administered through the Division of Management Services.</p> <p>Recommendation: Retain three (3) years in office or after closure of case (whichever is later) 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>	Disposition Approved
2.	<p>Trust Fund Payment Authorization Program Files (Originals)</p> <p>Dates: 1964 - Volume: 20 cubic feet Annual Accumulation: 3 cubic feet Arrangement: Alphabetical by child</p>	

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(CONTINUATION SHEET)

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

These files contain original copies of documents pertaining to the Department's disbursements from trust funds set up for children serviced by this Department.

Trust funds accumulate by voluntary payments from parents, court-ordered payments, annuities, pensions, and Federal funds, etc. Trust funds are set up and maintained for each child eligible for the fund.

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

3. Closed Trust Fund Accounts

Dates: 1964 -
Volume: 14 cubic feet
Annual Accumulation: 4 cubic feet
Arrangement: Alphabetical by child

These files contain Trust Fund Accounts that have been closed out. If the balance in a child's account is less than or equal to the amount expended by the State for that child's care and maintenance, the balance left in the account is remitted to the State Treasurer. Also includes all related correspondence.

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