

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 81-100
PAGE 1 OF 6 PAGES.

RM/M RM-7

AGENCY
Dept. of Children & Family Services

DIVISION
Management & Budget

SUBDIVISION
Parental Determinations and Trust Fund Units

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.

[Signature] 11/6/81
HEAD OF AGENCY DATE

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

RECOMMENDATION:

[Signature] 3/17/82
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN

[Signature]
SECRETARY

MAR 17 1982
DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1/	<p>Care and Maintenance Ledger - (Originals)</p> <p>Dates: 1964 - Volume: 25 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Alphabetical</p> <p>This series consists of a ledger of monthly billings to parents (or guardians of estate) of children for the amount of determined liability and monies received. These ledgers are posted monthly and are closed when the applicable account has been paid in full and there are no additional charges.</p> <p><u>Application #70-10, Item No. 1 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain in office until closure of ledger account, then transfer to the State Records Center for twenty (20) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>[Handwritten: Defuncto 85-81 Item 2]</i></p> <p>Deferred, pending further review by Attorney General's Office 12/16/81 Disposition Approved as amended 3/17/82</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. **81-100**

PAGE **2** OF **6** PAGES.

A RM-44A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Care & Maintenance Receipts - (Currently CFS 916-1) (Originals)</p> <p>Dates: 1964- Volume: 21 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological</p> <p>This file contains the agency's copies of receipts issued to payers of funds remitted for child care charges. <u>Application #70-10, Item No. 2 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>Report to 85-81 Item 3</i></p> <p>Disposition Approved as amended 3/17/82</p>
3.	<p>Care and Maintenance Billing Register - (Currently CFS 916-2) (Original)</p> <p>Dates: 1964- Volume: 24 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Chronological</p> <p>This series serves as an ongoing posting of all transactions providing a record of monthly activity in the care and maintenance accounts. <u>Application #70-10, Item No. 3 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>Report to 85-81 Item 4</i></p> <p>Disposition Approved as amended 3/17/82</p>
4.	<p>Trust Fund Ledger - (Currently CFS 916-4) (Original)</p> <p>Dates: 1964- Volume: 25 Cu. Ft. Annual Accumulation: 1 1/2 Cu. Ft. Arrangement: Alphabetical</p> <p>This ledger serves as an account of all benefit payments, voluntary contributions, court ordered payments, and interest received and disbursed for children. <u>Application #70-10, Item No. 4 rewritten to provide for a fiscal record retention period of six (6) years.</u></p>	<p><i>See call 7070 Item 4</i></p>

**APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS**

APPLICATION NO. **61-100**

A RM-44A

(CONTINUATION SHEET)

PAGE **3** OF **6** PAGES.

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.	<p>Recommendation: Retain in office until closure of ledger account, then transfer to the State Records Center for twenty (20) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p> <p>Trust Fund Payment Authorization - (Currently CFS 916-4A) (Original)</p> <p>Dates: 1964- Volume: 29½ Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Alphabetically</p> <p>This series consists of a form used to authorize the amount to be expended monthly from a child's Trust Fund Account for care and maintenance. <u>Application #70-10, Item No. 5 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p>Disposition Approved as amended 3/17/82</p> <p><i>Supp ced 70-10 Item</i></p> <p>Disposition Approved as amended 3/17/82</p>
6.	<p>Children's Trust Fund Receipts - (Currently CFS 916-5) (Originals)</p> <p>Dates: 1964- Volume: 31 Cu. Ft. Annual Accumulation: 2½ Cu. Ft. Arrangement: Numerically</p> <p>This file contains the agency's copies of receipts issued to payers of funds deposited in the Children's Trust Fund Accounts as remittances are received. <u>Application #70-10, Item No. 6 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>Supp Cede 70-10 Item 6</i></p> <p>Disposition Approved as amended 3/17/82</p>
7.	<p>Children's Trust Fund Cash Receipts & Disbursements Journal - (Currently CFS 916-6) (Original)</p> <p>Dates: 1964- Volume: 20 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronologically</p>	<p>Disposition Approved as amended 3/17/82</p>

**APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS**

(CONTINUATION SHEET)

APPLICATION NO. **81-100**

PAGE **4** OF **6** PAGES.

A RM-44A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>This series consists of journals of daily Children's Trust Fund Account transactions.</p> <p><u>Application #70-10, Item No. 7 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p align="center">Disposition Approved</p> <p>as amended 3/17/82</p>
8.	<p>Clearing Account Deposit Records - (Currently CFS 916-8) (Duplicates)</p> <p>Dates: 1964- Volume: 45½ Cu. Ft. Annual Accumulation: 2 ¾ Cu. Ft. Arrangement: Chronologically</p> <p>This series includes the agency's copies of State Treasurer's Clearing Account deposit records with related credit advices. The original clearing account records are retained for a period of three (3) years by the State Treasurer's Office under approved Application #75-61, Item No. 4.</p> <p><u>Application #70-10, Item No. 9 rewritten to provide for fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain all record series validated copies in office for two (2) fiscal years, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p align="center">Disposition Approved</p> <p>as amended 3/17/82</p>
9.	<p>Notice of Charge Forms - (Currently CFS 916-3) (Originals)</p> <p>Dates: 1964- Volume: 25 Cu. Ft. Annual Accumulation: 1½ Cu. Ft. Arrangement: Numerical</p> <p>This form is prepared and utilized by the agency to establish, revise or stop a charge for child care.</p> <p><u>Application #70-10, Item No. 10 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p align="center">Disposition Approved</p> <p>as amended 3/17/82</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 81-100

A RM-44A

(CONTINUATION SHEET)

PAGE 5 OF 6 PAGES.

Item No.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
10.	<p>Debit Adjustment Forms - (Currently CFS 916-10) (Originals)</p> <p>Dates: 1964- Volume: 10 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Numerically</p> <p>This form is prepared and used to authorize an additional charge for child care. <u>Application #70-10, Item No. 11 rewritten to provide for a fiscal retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>Adm to 85-81 Item 6</i></p> <p>Disposition Approved as amended 3/17/82</p>
11.	<p>Credit Adjustment Forms - (Currently CFS 916-11) (Originals)</p> <p>Dates: 1964- Volume: 10 Cu. Ft. Annual Accumulation: 3/4 Cu. Ft. Arrangement: Numerically</p> <p>This form is prepared and used to authorize a credit toward the balance due in an account for child care. <u>Application #70-10, Item No. 12 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><i>Adm to 85-81 Item 6</i></p> <p>Disposition Approved as amended 3/17/82</p>
12.	<p>Remittance Reconciliation Forms - (Currently CFS 916-13) (Originals)</p> <p>Dates: 1964- Volume: 43 1/2 Cu. Ft. Annual Accumulation: 2 1/2 Cu. Ft. Arrangement: Chronologically</p> <p>This form is documentation of daily payments received. <u>Application #70-10, Item No. 14 rewritten to provide for a fiscal record retention period of six (6) years.</u></p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen fiscal years</p>	<p>Disposition Approved as amended 3/17/82</p>

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(CONTINUATION SHEET)

APPLICATION NO. 81-100

PAGE 6 OF 6 PAGES.

A RM-44A

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

13. Carbon Copy and Cancelled Trust Fund Checks - (Agency Record copy Originals)

Dates: 1964 -
Volume: 15 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Numerically

This series includes: 1) a carbon copy of each check issued as payment to an individual, agency, or institution for the care of a child, with check stub attached; and 2) cancelled checks from the bank.

Application #70-10, Item No. 17 rewritten to provide for a fiscal record retention period of six (6) years.

Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

*Disposition
Approved*

as amended
3/17/82

14. Checking Account Deposit Tickets - (Originals)

Dates: 1964-
Volume: 15 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Chronologically

This series is comprised of checking account deposit tickets from deposits with the Illinois National Bank of Springfield for the Children's Trust Fund Account.

Application #70-10, Item No. 18 rewritten to provide for a fiscal record retention period of six (6) years.

Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years retention, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

*Disposition
Approved*

as amended
3/17/82