

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 82-26
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FORM RM-7.1

AGENCY Dept. of Children & Family Services

DIVISION Division of Management & Budget

SUBDIVISION Office of Financial Management

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.

Gregory J. Cole HEAD OF AGENCY JW DATE 3/15/82

RECOMMENDATION:

Jim Edgar ARCHIVIST 4/21/82 DATE

STATE RECORDS COMMISSION APPROVAL:

John D. Kelly CHAIRMAN

Olive Foster SECRETARY

APR 21 1982 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>Closed Court of Claims Case Files - (Duplicates)</p> <p>Dates: 1964- Volume: 20 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological and alphabetical</p> <p>These duplicate case files were established and maintained for claims initiated against the State of Illinois by vendors and injured parties, and involve the Department of Children and Family Services. Principal documents contained in a case file include agency copies of complaints, claim forms, completed questionnaires and statements related to the claim, court orders, voluntary agreements, sub-orders, copies of Attorney General's briefs, opinions, notices of hearings (and appeals), transcripts, general releases, final reports of claim disposition or settlement, and pertinent correspondence.</p> <p>The original Court of Claims case records are retained by the Court of Claims for a period of ten (10) years per approved Application #76-74. The Departments of Administrative Services, Mental Health & Developmental Disabilities, Commerce and Community Affairs, and the Office of the State Fire Marshal have scheduled agency copies of closed Court of Claims case files for a retention period of one (1) year after closure of case under authority of approved Application Nos. 77-119, 79-2, 79-24, Item No. 5, and 81-77, Item No. 4.</p> <p>Recommendation: Retain in office for one (1) year after closure of case, 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>Refer to 94-59</i></p> <p><i>99-59</i></p> <p><i>Disposition Approved</i></p>