

DEAD

JIM EDGAR  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 82-40  
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APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

FORM RM-7.1

AGENCY  
Dept. of Children & Family Services

DIVISION  
Program Operations

SUBDIVISION  
Regional and Field Offices

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]*  
HEAD OF AGENCY

7-14-82  
DATE

RECOMMENDATION:

*[Signature]* Jim Edgar  
ARCHIVIST 8/18/82  
DATE

STATE RECORDS COMMISSION APPROVAL:

*[Signature]*  
CHAIRMAN

*[Signature]* Olive Foster  
SECRETARY *mf*

AUG 18 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>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.</p> <p><b>Closed Child Welfare Programs/Services Case Files (Originals or Record Copies)</b></p> <p>Dates: 1964-<br/>Volume: 6,000 Cu. Ft.<br/>Annual Accumulation: 500 Cu. Ft.<br/>Arrangement: Chronological and alphabetical by client</p> <p>This record series includes the case files of child welfare programs and services administered by the Department in the categories or program titles consisting of adoptions, guardianships, institutional placements, Group Home Placements, Foster Home Placements, Independent Living, and Family and Unmarried Mothers program services. These case files contain records in various formats (i.e., designed forms, correspondence, notes, and summary or status reports) showing social, educational, medical, dental, and psychiatric data relating to case clients and/or subjects. Also included in many of the case files are agency copies of various legal documents showing the status of adjudications or actions required to open a case and/or administer case services, such as court orders, executed parental consent forms, forms for waivers or relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death certificates. Public access to these files is limited by provisions of <u>Illinois Revised Statutes 1979, Chapter 23, Paragraph 2225.</u></p> <p><u>Application #65-10 rewritten to extend the retention period of the</u></p> | <p><i>[Handwritten]</i><br/>85-31 m<br/>ITms</p> |

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

(CONTINUATION SHEET)

APPLICATION NO. **82-40**

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A RM-44A

ITEM  
NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

record series to fifty (50) years from fifteen (15) years, as well as to specify (within the body of the "Description of Items or Record Series" portion of this records disposition application) the types of program/services case files to be covered by this superseding Application for Authority to Dispose of State Records.

**Recommendation:** Upon the date of the files' closure, dispose of ephemeral and/or non-record materials contained within the files and retain the case file materials listed below under categories (1) thru (5) in office for five (5) years, then transfer to the State Records Center for forty-five (45) years retention and subsequent disposal (by shredding) providing the completion of all audits (Federal and State), if necessary, under supervision of the Auditor General and no litigation is pending nor anticipated;

- 1) complete family and/or child's demographic information posted to the date of the file's closing;
- 2) narrative and designed form court status reports posted to date of the file's closing, including documentation of the last known address of the family and/or child;
- 3) all legal documents and verifications, including court orders, executed parental consent forms, forms for waivers or relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage, and death documents; in the instances of adoption case records, every effort should be made to compile and incorporate within the files pertinent pre-natal, natal, and biological parents' medical history and genealogical records;
- 4) medical and dental history data, including psychological or surgical consent documents; and
- 5) student transcripts and/or related items.

*Disposition  
Approved*