

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 82-8

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82-8

RM/M RM-7

AGENCY
Dept. of Children and Family Services

DIVISION
Contracts and Grants

SUBDIVISION
N/A

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

2-1-82
DATE

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

RECOMMENDATION:

[Signature] ARCHIVIST *[Initials]* 2/17/82 DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature] CHAIRMAN

[Signature] SECRETARY *[Initials]*

FEB 17 1982
DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Service and Grant Program Contracts and Agreements with Supporting Documents - (Record Copies)</p> <p>Dates: 1975- Volumes: 106 1/2 Cu. Ft. Annual Accumulation: 17 3/4 Cu. Ft. Arrangement: Chronological and alphabetical by Vendor</p> <p>This record series contains agency copies of all contracts, leases, and agreements entered into by the Department for various types of goods and services which include child care provided by private facilities or institutions, routine equipment/repair services, and contracts for professional and artistic services for consultant reviews and grant program implementation. All data within this record series related to agency functions and activities are captured in the Department's published Annual Report.</p> <p>Supporting documents also comprising the record series consist of contract cost reports, quarterly contract fund or obligation expenditure reports, copies of vouchers for contractual payments, bids (successful and rejected) or pertinent bid letting documents, addenda or amendments to contracts, various exhibits, and related correspondence. These agreements are subject to annual renewal. Documentation of State agency leases, contracts and agreements is maintained by the Index Department of the Secretary of State's Office (leases only) and the State Comptroller's Office for a period of ten (10) years as authorized by Application Nos. 79-86 and 78-41.</p>	<p><i>Refer to 83-70</i></p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
Recommendation:	Retain three (3) fiscal years in office, then transfer to the State Records Center for three (3) fiscal years retention, then dispose of, providing all audits (Federal and State) have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.	<i>Disposition Approved</i>