

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 82-84
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

Form RM-7.1

AGENCY
Department of Children & Family Services

DIVISION
Management Services

SUBDIVISION
Financial Management

RECOMMENDATION:

Jim Edgar 11/17/82
ARCHIVIST / DATE

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.

STATE RECORDS COMMISSION APPROVAL

John Walsh
CHAIRMAN

Oliver Foster
SECRETARY *ms*

Bryan L. Cole 12/6/82
HEAD OF AGENCY / DATE

NOV 17 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 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>General Purchasing and Procurement Documents - (Duplicates)</p> <p>Dates: 1975- Volume: 4 2/3 Cu. Ft. Annual Accumulation: 2/3 Cu. Ft. Arrangement: Chronological</p> <p>This record series includes agency copies of purchase orders, requisitions, sub-orders, orders for delivery, authorizations, purchase order amendments and cancellations, and other supporting documents commonly generated throughout State government for the purchasing and procurement of leasing agreements, supplies, equipment, and various deliveries and services related to the daily operational needs of the Department. Original purchasing and Procurement documents are routed and processed through the Department of Central Management Services and are retained for six (6) years under authority of approved Application #77-43, item nos. 1 and 2. Some forms and documents generated and used as internal supporting documentation to this file, which namely include ledger pages (bound or unbound), are included within the scope of this record series.</p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for four (4) 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</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

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A RM-44A

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Purchase of Care Requisitions - (Record Copies)</p> <p>Dates: 1975- Volumes: 4 2/3 Cu. Ft. Annual Accumulation: 2/3 Cu. Ft. Arrangement: Chronological</p> <p>This record series includes agency record copies of requisitions issued to provide for "blanket" or ongoing authorizations (for given periods of time) for the Department to officially provide for or acquire emergency child and family care under institutional group care settings, foster care settings (etc.), as allowed under the Homemaker Services Program, a federally supported program participated in by the Department to aid families and/or children in subsisting under conditions resulting from certain "emergency" situations or crises.</p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for eight (8) 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.</p>	<p>Disposition Approved as amended 11/17/82</p>
3.	<p>Annual Contracts and Related Contract Obligation Documents - (Duplicates)</p> <p>Dates: 1975- Volume: 4 2/3 Cu. Ft. Annual Accumulation: 2/3 Cu. Ft. Arrangement: Chronological</p> <p>These documents are the agency copies of completed forms used as supporting fiscal records associated with fund obligations from executed annual contracts and agreements for the leasing/rental or acquisition of supplies, equipment, facilities, commodities, and professional/artistic services. This file series frequently includes as well agency unit copies of the actual contract or agreement to which the contract obligation documents refer. Official documentation of executed State agency contracts is maintained by the State Comptroller's Office for ten (10) years under provision of approved Application #78-41.</p> <p>Recommendation: Retain two (2) fiscal years in office, then transfer to the State Records Center for four (4) 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</p>