

JIM EDGAR  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

APPLICATION NO. 83-1  
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AM-7.1

AGENCY Department of Children and Family Services	RECOMMENDATION:  <i>Jim Edgar</i> 1/19/83 ARCHIVIST DATE
DIVISION Division of Management and Budget	STATE RECORDS COMMISSION APPROVAL <i>[Signature]</i> CHAIRMAN <i>Oliver Foster</i> SECRETARY JAN 19 1983 DATE
SUBDIVISION Financial Management/AFDC Medical Determination Unit	
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.	
<i>[Signature]</i> HEAD OF AGENCY	1/5/83 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>Cancelled and Closed AFDC Foster Care Case Files (Originals)</p> <p>Dates: 1962- Volume: 251 Cu. Ft. Annual Accumulation: 12 Cu. Ft. Arrangement: Numerical by Case Number</p> <p>This record series includes case files established and maintained by the Department for each foster care family receiving financial aid and services from the agency through the "Aid to Families with Dependent Children" (AFDC) public assistance program.</p> <p>Included in the case files are the following records:</p> <ol style="list-style-type: none"><li>(1) Completed applications for assistance and supporting documents, showing each client's work history, medical history, financial resources, etc. These documents are used by the department to determine the client's eligibility for assistance and/or the amount of assistance,</li><li>(2) Case file face sheet which summarizes the client's assistance plan history,</li><li>(3) Client consent to release of information forms,</li><li>(4) Completed forms for the verification of marriage, divorce, birth dates, and/or death of a client,</li><li>(5) Duplicates of original Notices of Decision on applications for assistance,</li></ol>	See 85-83

**APPLICATION FOR AUTHORITY TO  
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(CONTINUATION SHEET)**

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## DESCRIPTION OF ITEMS OR RECORD SERIES

## ACTION TAKEN

- (6) The case worker's notes,
- (7) Eligibility redetermination reports,
- (8) Authorization of assistance actions,
- (9) Conservator of estate designations, and
- (10) Any correspondence or memoranda pertinent to case workers transactions with clients under a given public assistance program.

Disposition of this record series was previously included in Application 80-60, submitted by the Department of Public Aid. AFDC Foster Care cases are now processed by the Department of Children & Family Services and this application is submitted to give the Department of Children & Family Services the authority to dispose of this record series at the same intervals previously granted to the Department of Public Aid under the authority of Application 80-60, item 1 which covers cancelled and closed Public Aid case files.

**Recommendation:** Retain this record series in the office for one (1) year after closure or cancellation of the case, then transfer to the State Records Center for five (5) years retention, then dispose of, provided all audits (federal and state) have been completed under the authority of the Auditor General, if necessary, and provided no litigation is pending or anticipated.

**Disposition  
Approved**