

JIM EDGAR
 Secretary of State
 and
 State Archivist

STATE OF ILLINOIS
 STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
 DISPOSE OF STATE RECORDS

APPLICATION NO. 83-62
 PAGE 1 OF 2 PAGES.

FORM RM-7.1

AGENCY
 Dept. of Children and Family Services

DIVISION
 Policy and Planning

SUBDIVISION
 Office of Administrative Case Review and Agency Regional
 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

11/13/83
 DATE

RECOMMENDATION:

Jim Edgar 11/16/83
 ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVA
[Signature]
 CHAIRMAN
Olive Foster
 SECRETARY
 NOV 16 1983
 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
	<p>Administrative Case Review Files - (Closed) (Originals and Duplicates)</p> <p>Dates: 1981- Volume: 203½ Cu. Ft. Annual Accumulation: 75 Cu. Ft. Arrangement: Chronological</p> <p>This record series contains forms completed and maintained for documenting caseworkers' progress of "permanency goal achievement" (i.e., in terms of the agency meaning the final placement of a child for ultimate disposition of a foster home, group home, or institutional child care case). The record series files consists of the following forms designated or captioned as: <u>Case Review Monthly Roster</u> (computer print-out) showing current "Living Arrangement Type" of family or child welfare case involved, regional location of case, family (or case) identification number, parental name and address, names of children involved, legal status of case (if applicable), coded indications for cases opened or closed (and coded reasons for indicated status), case-worker assignment status with caseworker I.D.# and other related data pertinent to each case; <u>CFS 494 - Administrative Review Reply Sheet for Primary Caseworker</u>; <u>CFS 496 - form for notification to parents of scheduled review</u>; <u>CFS 497 - client service planning document and related Permanency Module</u>; <u>CFS 1420 - Case Review Form</u>; <u>CFS 350 - Post Administrative Case Review Report</u>; <u>CFS 360 - Identified Barriers To Permanency</u>; and reviewers' notes or working papers and relevant correspondence.</p> <p>Presently, cases are reviewed on a six (6) month basis with the review case files being closed on an average through the completion of</p>	

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A RM-44A

(CONTINUATION SHEET)

PAGE 2 OF 2 PAGES.

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	<p>four (4) reviews or two (2) years after review file opening. These files are closed from a caseworker achieving the "permanency goals" of child placement or other circumstances terminating child/family case services. Public access to this file series may be limited under administrative rule.</p> <p>Recommendation: Retain record series case files in office for one (1) year following the completion of <u>all</u> necessary corresponding administrative reviews, 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>Disposition Approved</i></p>
<p>2.</p>	<p>Monthly and Semi-annual Statistical Reports of Administrative Case Reviews With Related Correspondence and Memoranda</p> <p>Dates: 1981- Volume: 3/4 Cu. Ft. Annual Accumulation: Less than 1/2 Cu. Ft. Arrangement: Chronological</p> <p>This record series includes original statistical reports with related covering correspondence and memoranda of cases undergoing administrative review indicating by region the number of cases reviewed, statistics of compliance with review regulations, participants in the reviews, number and percent of reviews due and not scheduled, comparisons by region and month of cases "transferred in," review schedules "booked up," numbers and types of review participants, and other data relevant to the review process. The record series also contains the following forms designated or captioned as: CFS 351 - <u>Case Activity and Progress Log</u>; CFS 352 - <u>Case Activity Report - Summary By Field Office/Team</u>; CFS 353 - <u>Case Progress Report - Summary By Field Office/Team</u>; CFS 354 - <u>Case Activity Report - Summary By Reviewer</u>; CFS 355 - <u>Case Progress Report - Summary By Reviewer</u>; CFS 361 - <u>Identified Barriers To Permanency Log By Permanency Advocate</u>; and CFS 362 - <u>Identified Barriers To Permanency - Summary By Field Office/Team</u>.</p> <p>These reports, generated on a monthly and cumulative semi-annual basis, function only for administrative monitoring of the agency's administrative case review process and are consequently not summarized in published format. The agency's recommendation of a five (5) year retention period for this record series is based on the file's value for federal and State audit.</p> <p>Recommendation: Retain five (5) years in office, 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>Disposition Approved</i></p>

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STATE RECORDS COMMISSION APPROVAL

[Signature]
CHAIRMAN

[Signature]
SECRETARY

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Recommendation: Retain record series case files in office for one (1) year following the completion of all necessary corresponding administrative reviews, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.

*Disposition
Approved*

2. Monthly and Semi-annual Statistical Reports of Administrative Case Reviews With Related Correspondence and Memoranda

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Volume: 3/4 Cu. Ft.
Annual Accumulation: Less than 1/2 Cu. Ft.
Arrangement: Chronological

This record series includes original statistical reports with related covering correspondence and memoranda of cases undergoing administrative review indicating by region the number of cases reviewed, statistics of compliance with review regulations, participants in the reviews, number and percent of reviews due and not scheduled, comparisons by region and month of cases "transferred in," review schedules "booked up," numbers and types of review participants, and other data relevant to the review process. The record series also contains the following forms designated or captioned as: CFS 351 - Case Activity and Progress Log; CFS 352 - Case Activity Report - Summary By Field Office/Team; CFS 353 - Case Progress Report - Summary By Field Office/Team; CFS 354 - Case Activity Report - Summary By Reviewer; CFS 355 - Case Progress Report - Summary By Reviewer; CFS 361 - Identified Barriers To Permanency Log By Permanency Advocate; and CFS 362 - Identified Barriers To Permanency - Summary By Field Office/Team.

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