

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 83-70
PAGE 1 OF 2 PAGES.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM-7.1

AGENCY Dept. of Children & Family Services	RECOMMENDATION: <i>Jim Edgar</i> 10/19/83 ARCHIVIST DAT
DIVISION Contracts and Grants	
SUBDIVISION --	
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> 10/4/83 HEAD OF AGENCY DATE	STATE RECORDS COMMISSION APPROV <i>[Signature]</i> CHAIRMAN <i>[Signature]</i> SECRETARY <i>mg</i> OCT 19 1983 DATE
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

DESCRIPTION OF ITEMS OR RECORD SERIES

ITEM NO. 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 TAKE

Service and Grant Program Contracts and Agreements with Supporting Documents - (Record Copies)

Dates: 1975-
Volume: 142 Cu. Ft.
Annual Accumulation: 17 3/4 Cu. Ft.
Arrangement: Chronological and Alphabetical by Vendor

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.

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.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS
(CONTINUATION SHEET)

NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Application #82-8 rewritten to extend the total retention period of the record series to eight (8) years from six (6) years to meet current retrieval need for recent investigation and/or litigation activity.

Recommendation: Retain three (3) fiscal years in office, then transfer to the State Records Center for five (5) 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.

*Disposition
Approved*

*refer to
98-1- I Team
I*