

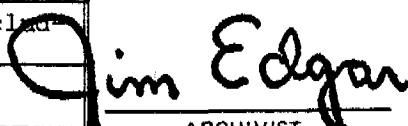
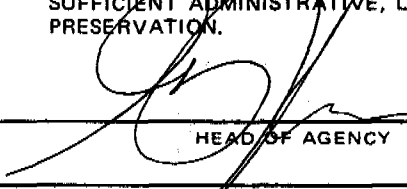
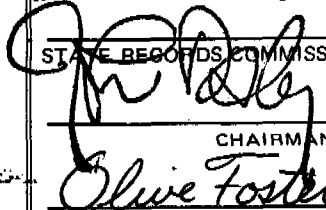
JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 84-34
PAGE 1 OF 2 PAGES.

RM-7.1

AGENCY Dept. of Children and Family Services	RECOMMENDATION:
DIVISION All Administrative Divisions and Subdivisions (including the Office of the Director)	 ARCHIVIST 4/18/84 DATE
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.  HEAD OF AGENCY 4/2/84 DATE	STATE RECORDS COMMISSION APPROVAL  CHAIRMAN SECRETARY GAB APR 18 1984 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 and General Correspondence With Supporting Documents and Memoranda (Originals and Duplicates)</p> <p>Dates: 1974 - Volume: 400 cu. ft. Annual Accumulation: 40 cu. ft. Arrangement: Chronological</p> <p>This record series consists of all administrative and general correspondence files maintained throughout the Department of Children and Family Services, including the agency's regional, field, and central offices as well as the offices of the Director and subordinate agency executives. Related or supporting materials included within these files are pamphlets, publications, copies of legal opinions, policy or procedural directives or manuals, routine budget administration materials, drafts and agency record copies of proposed and/or adopted legislation, staff meeting minutes, a small portion of grant program administration materials, including copy of approved grant(s), monthly status reports, copies of reports of audits of agency, working papers, and memoranda.</p> <p>The Departmental record copies of some of the related or supporting record series materials as listed above have been customarily scheduled for disposal for the administrative sub-unit levels of the Department under numerous State Records Commission approved records disposition applications. For instance, the central copies of the Department's grant program fiscal administration materials and associated grant contracts are scheduled for disposal after eight (8) years retention under App. #83-70 and agency internal audit files are kept for six (6) years per App. #82-20. (Original reports of Auditor General audits are currently scheduled for Archives transfer under App. #77-127M.) Additional duplicates of State agency contracts, agreements and supporting documents are held by the State Comptroller's Office for a period of ten (10) fiscal years after completion of all contracted transactions and obligations under authority of approved App. #78-41.</p>	

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

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p><u>This application supersedes the following applications for the provision of a central records disposition schedule for all administrative and general correspondence files maintained throughout the agency: 82-94, Item nos. 1 & 2; 82-52E, Item no. 11; 77-75, Item no. 1; 77-65, Item no. 4; 77-63, Item no. 2; and 65-9, Item nos. 1 & 5.</u></p> <p>Recommendation: Retain three (3) years in office, then with the joint review and cooperation of the staffs of the Archives and the agency, weed files and dispose of all record and non-record materials possessing insufficient value for further retention. All accumulations which remain after such reviews and disposals are to be transferred to State Archives custody for permanent retention.</p>	<p>Disposition Approved</p> <p><i>Refer to 95-101 Item 1 96-6 Item 1</i></p>