

JIM EDGAR  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

APPLICATION NO. 84-35  
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FORM RM-7.1

<b>AGENCY</b> Department of Children and Family Services	<b>RECOMMENDATION:</b>  <i>Jim Edgar</i> 4/18/84 ARCHIVIST                      DATE
<b>DIVISION</b> Management & Budget	
<b>SUBDIVISION</b> Financial Management 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	4/2/84 DATE
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	
STATE RECORDS COMMISSION APPROVAL <i>[Signature]</i> CHAIRMAN <i>[Signature]</i> GAR SECRETARY APR 18 1984 DATE	

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>Vouchers, Schedules, and Supporting Documents - (Duplicates)</p> <p>Dates: 1981 - Volume: 300 cu. ft. Annual Accumulation: 100 cu. ft. Arrangement: Chronological</p> <p>This series includes all duplicate vouchers (invoice, travel, payroll) with supporting schedules and any other related documents and correspondence which are generated and used to authorize payments out of appropriated funds for goods and services provided for the general operation of the Department. Original vouchers are transmitted to and retained by the State Comptroller's Office for three (3) fiscal years in accordance with approved Application # 76-71.</p> <p>Application # 65-9, Item No. 3 and 19 rewritten to reflect current administrative jurisdiction of the 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 (federal and state) have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><b>Disposition Approved</b></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Purchase Orders, Requisitions, and Related Documents and Correspondence (Duplicates)</p> <p>Dates: 1977 - Volume: 42 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Chronological</p> <p>This series includes duplicate purchase orders, requisitions, authorizations, amendments to purchase orders, cancellations, and all other supporting documents, including receiving reports, letters and lists of complaints to vendor and/or shipper and any other related correspondence generated (printing, postage, office supplies and equipment, etc.) required for the general administration of the agency. Original purchase orders and requisitions are transmitted to the Department of Central Management Services for processing and for six (6) years retention under approved Application # 77-43, Items 1 and 2.</p> <p>Application # 65-9, Item Nos. 8, 15, and 17 rewritten to reflect current administrative jurisdiction of the record series and to provide the standard six (6) year retention period approved by the State Records Commission for fiscal records.</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 (federal and state) have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated.</p>	<p><b>Disposition Approved</b></p>
3.	<p>Property Control Files - (Record Copy Duplicates)</p> <p>Dates: 1970 - Volume: 3 cu. ft. Annual Accumulation: Less than <math>\frac{1}{2}</math> cu. ft. Arrangement: Chronological</p> <p>These are the agency's copies of records generated and exchanged between the Department of Central Management Services and the Department of Children and Family Services for the control and proper disposition of property in the custody of the State of Illinois and assigned for use by the Department of Children and Family Services. Principal records included in the file are inventories of property, inventory change reports, and all other supporting documents and relevant correspondence pertaining to the acquisition, control, and disposition of physical property. Statewide property control procedures are coordinated by the Department of Central Management Services, and their primary records of property control transactions with the various state agencies are maintained for eight (8) years under Application # 79-128.</p> <p>Application # 65-9, Item No. 14 rewritten to reflect current administrative jurisdiction of the record series and to reduce the retention period approved thereunder to three (3) years from six (6) years.</p>	



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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.	<p>Approved Budgets With Supporting Budget Preparation Reports and Workpapers (originals and duplicates)</p> <p>Dates: 1974 -  Volume: 50 cu. ft  Annual Accumulation: 5 cu. ft.  Arrangement: Chronological</p> <p>This file contains the reports, summaries, and workpapers created or received by the agency as part of the budget preparation and approval process. Specifically, the file consists of projection computations and estimates, monthly expenditure, reports, personnel headcount reports, cost analyses, copies of legislative appropriation committee hearing materials, duplicate legislative appropriation reports, drafts and copies of legislative appropriation bills, agency record copies of approved budgets, and all relevant correspondence and workpapers.</p> <p>Application # 65-9, Item No. 6 rewritten to reflect current administrative jurisdiction of the record series.</p> <p>Recommendation: Retain three (3) years in office, 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><i>Refer to 85-53 Item I</i></p> <p><b>Disposition Approved</b></p>