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 PAGE 7 OF 4 PAGES.

RM-7.1 AGENCY RECOMMENDATION: Department of Children and Family Services DIVISION Management & Budget SUBDIVISION Financial Management Unit I HEREBY CERTIFY THAT, THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT MMISSION APPROVAL NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER PRESERVATION. GAR EAD OF AGENCY APR 1 8 1984 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 TAKEN

Vouchers, Schedules, and Supporting Documents - (Duplicates)

Dates: 1981 -

Volume: 300 cu. ft.

Annual Accumulation: 100 cu. ft.

Arrangement: Chronological

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.

Application # 65-9, Item No. 3 and 19 rewritten to reflect current

administrative jurisdiction of the record series.

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.

Disposition Approved

APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 84-35 PAGE 2 DE 4 PAGES.

	(CONTINUATION SHEET) PAGE 2_OF 4	2_0F4_PAGES.	
ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN	
2.	Purchase Orders, Requisitions, and Related Documents and Correspondence (Duplicates)		
	Dates: 1977 - Volume: 42 cu. ft. Annual Accumulation: 6 cu. ft. Arrangement: Chronological		
	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. 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.		
	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.	Disposition Approved	
3.	Property Control Files - (Record Copy Duplicates)		
	Dates: 1970 - Volume: 3 cu. ft. Annual Accumulation: Less than ½ cu. ft. Arrangement: Chronological		
	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 trans-		

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.

actions with the various state agencies are maintained for eight (8) years

under Application # 79-128.

A RM-44A

4.

APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 84-35
PAGE 3 OF 4 PAGES.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

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.

Disposition

Approved

Agency Fiscal Transactions File - (Originals and Duplicates)

Dates: 1970 -

Volume: 12 cu. ft.

Annual Accumulation: 3/4 cu. ft.

Arrangement: Chronological

This file contains various reports, statements, accounts and summaries that are generated or received by the agency to log and control departmental appropriation expenditures against budgeted allotments and encumbrances. Principal documents included in the file consist of: Agency copies of Allotment of Financial Resources Report(s) filed with the Bureau of the Budget by the agency for approval and the State Comptoller's Office for entry in the Comptroller's computer data base; monthly computer print-out listings issued and received from the State Comptoller's Office detailing the appropriation allotments, casle collections, expenditures and encumbrances of the department; computer printouts received from the Comptroller's Office summarizing appropriations Detail Object Expenditure Reports, and Obligation Activities Reports; agency copies of State Treasurer's clearing account deposit receipts and reports; and other miscellaneous documents pertinent to fiscal transactions, primarily consisting of receipts, billings, warrant and draft transmittal letters and forms, and any relevant correspondence and memoranda.

The State Comptroller's Office currently maintains their monthly "Comptroller's Uniform Statewide Accounting System" reports of state agency expenditures and balances on a permanent basis and their daily reports for a period of one (1) year under approved Application # 77-100M, Item No. 4. The State Treasurer's files of clearing account transactions are currently on a three (3) year disposal schedule per approved Application # 75-61, Items 3 and 4.

Application # 65-9, Item Nos. 12, 27, and 28 rewritten to reflect current administrative jurisdiction of the record series as well as its current document content.

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.

Disposition Approved

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APPLICATION FOR AUTHORITY TO DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 84-35
PAGE 4 OF 4 PAGES.

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5.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Approved Budgets With Supporting Budget Preparation Reports and Workpapers (originals and duplicates)

Dates: 1974 -

Volume: 50 cu. ft

Annual Accumulation: 5 cu. ft. Arrangement: Chronological

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.

Application # 65-9, Item No. 6 rewritten to reflect current administrative

jurisdiction of the record series.

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.

Disposition Approved