

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 84-43
PAGE 1 OF 1 PAGES.

Form RM-7.1

AGENCY Dept. of Children and Family Services

DIVISION All Administrative Offices, Divisions, and Subdivisions

SUBDIVISION _____

RECOMMENDATION:

Jim Edgar 5/16/84
ARCHIVIST DATE

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.

STATE RECORDS COMMISSION APPROVAL

[Signature]
CHAIRMAN

Oliver Foster
SECRETARY

MAY 16 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>Inactive Applications for Employment - (Originals or Record Copies)</p> <p>Dates: 1964 - Volume: 20 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological and Alphabetical</p> <p>This file series is comprised of agency copies of applications for employment which have become inactive through failure of applicant to appear for an interview, report for duty, or rejection of applicant after due consideration by the agency's hiring authorities. The date each application becomes inactive is determined by the date of occurrence of each of these aforementioned incidents.</p> <p>The Department of Central Management Services maintains its documentation of reasons for rejection of applicants for Personnel Code positions for a period of six (6) years per approved Application 78-8. This retention period is based on the potential need to retrieve these records for use in any litigation that could arise from rejection of an applicant for employment.</p> <p>Recommendation: Retain <u>rejected</u> applications for employment in office for six (6) years following the date of formal notice of rejection, then dispose of, providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending nor anticipated. Dispose of all other inactive applications for employment (applications other than those from rejected applicants) after the lapse of one (1) month following the date these applications become inactive.</p>	<p><i>Refer to 97-28 Item I</i></p> <p><i>Disposition Approved</i></p>