

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 85-130
PAGE 1 OF 3 PAGES.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

FORM RM-7.1

AGENCY	Department of Children & Family Services
DIVISION	Management and Budget
SUBDIVISION	Office of Administrative Support
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	DATE
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

RECOMMENDATION:

Jim Edgar 11/20/85
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN
Michael Devine
SECRETARY

NOV 20 1985
DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>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.</p> <p>Foster Parent Liability Claims and Correspondence (Agency Record Copies)</p> <p>Dates: 1982 - Volume: 1 Cu. Ft. Annual Accumulation: 1/3 Cu. Ft. Arrangement: Alphabetical</p> <p>The Office of Administrative Support serves as a clearinghouse for claims filed by foster parents when damages are sustained to their property by wards of the department. This record series includes a copy of the insurance policy, claim forms, correspondence, caseworker evaluation forms, insurance claim forms and investigation reports.</p> <p>A copy of the insurance policy is also maintained by the Risk Management Division of the Illinois Department of Central Management Services.</p> <p>Recommendation: Retain in the office for five (5) years after closure of case, then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General, if required.</p>	<p>Disposition Approved</p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 85-130

(CONTINUATION SHEET)

PAGE 2 OF 3 PAGES.

A RM-44A

ITEM
NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

2. Leases and Related Correspondence (Agency Record Copies)

Dates: 1973 -
Volume: 6 Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Alphabetical

This record series contains agency record copies of leases for agency facilities (office sites) and supporting negotiation items, including draft copies of leases, negotiator's notes, floor plans, construction details and related correspondence relative to the site and the implementation of the lease. Correspondence with the Capital Development Board is also included concerning construction, renovation, remodeling, etc.

The original copy of the lease is retained by the lessor, and additional copies are maintained by the Index Department of the Office of the Secretary of State and the State Comptroller's Office for a period of ten (10) years under the authority of State Records Application 79-86 and 78-41. The Department of Central Management Services also retains a copy of the lease for six (6) years under the authority of State Records Application 84-52.

The application is submitted to rewrite State Records Application 65-9, item 21 to reflect current administrative jurisdiction of the record series and to amend the retention period to comply with current State Records Commission fiscal documentation retention periods.

Recommendation: Retain in the office for six (6) years after expiration of the lease then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.

*Disposition
Approved*

3. Telecommunications Records (Agency Record Copies)

Dates: 1982 -
Volume: 1 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of documents relating to the procurement of telecommunication equipment and services. Included are contracts for telecommunication systems, inventories of telecommunication equipment, maintenance contracts and related correspondence.

Recommendation: Retain in the office for six (6) years then dispose of provided all audits have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.

*Disposition
Approved*

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(CONTINUATION SHEET)

PAGE 3 OF 3 PAGES.

A RM-44A

ITEM
NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

4. Vehicle Accident Records (Agency Record Copies)

Dates: 1982 -
Volume: ½ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of closed state vehicle accident reports and supporting documentation filed by employees of the agency who were involved in a traffic accident while operating a vehicle owned, leased or controlled by the State. Accident report files generally include: copies of Illinois Motor Vehicle Accident Reports (Form SR-1) submitted by the employee involved in the accident detailing information pertaining to the incident; traffic accident reports concerning investigations conducted by law enforcement officers; information exchange forms prepared by each driver for claim settlement purposes; estimates for repair of vehicles; medical reports; transcripts of recorded statements made by drivers of the vehicles involved in the accident and witnesses at the accident scene; exhibits such as photographs, charts, sketches and graphs; and any related correspondence involving investigation of the accident, settlement of public liability claims and recovery for damages to state vehicles.

The driver of a vehicle which is involved in an accident resulting in injury or death of any person or in damage to property in excess of \$250 is required to submit an Illinois Motor Vehicle Accident Report to the Illinois Department of Transportation pursuant to Ill. Rev. Stat., 1983, Ch. 95½, para. 11-406(a). The Department of Transportation retains their copy of the accident reports for ten (10) years under the authority of State Records Application 76-21M. A copy of the accident report and supporting documents must also be submitted to the Illinois Department of Central Management Services and are retained for six (6) years after closure under the authority of State Records Application 84-102.

Recommendation: Retain in the office for five (5) years after closure of case then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General, if required.

**Disposition
Approved**