

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 85-138M

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RM-7.1

AGENCY Department of Children and Family Services	RECOMMENDATION: <i>Jim Edgar</i> 5/21/86 ARCHIVIST DATE
DIVISION Program Operations	
SUBDIVISION Regional and Field Offices	
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 Gordon Johnson DATE 4-17-86	STATE RECORDS COMMISSION APPROVAL: <i>[Signature]</i> CHAIRMAN <i>Michael Devore</i> SECRETARY MAY 21 1986 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
1.	<p>"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."</p> <p><i>[Signature]</i> Gordon Johnson</p> <p>Adoption Case Records (Originals or Agency Record Copies)</p> <p>Dates: 1964 - 1985 Volume: 600 Cu. Ft. Annual Accumulation: 50 Cu. Ft. Arrangement: Chronological and Alphabetical</p> <p>This application is submitted to delete adoption case records (dated 1964 - 1985) from the record series described in item 1 of State Records Application 85-31M, due to the agency being unable to microfilm the adoption records at this time. The agency is requesting temporary storage of these records in the State Records Center until the records are microfilmed.</p> <p>These files contain the agency record copy or in some cases originals of: the adoptive parent home studies, financial records if the adoption is subsidized, biological data on the natural parents, background checks of prospective parents, medical information on the child and copies of adoption records.</p> <p>Public Act 83-1408 requires that adoption case files be maintained for a period of ninety-nine (99) years.</p>	<p>Return to 89-66</p> <p><i>[Signature]</i></p>

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(CONTINUATION SHEET)

APPLICATION NO. 85-138M

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DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Public access to these files is limited as per the provision of Ill. Rev. Stat. 1983, ch. 23, par. 2225.

Recommendation: Upon the date of the files closure, dispose of ephemeral and/or non-record materials contained within the files and transfer the case file materials listed below under categories (1) through (5) to the State Records Center and retain until January 1, 1990;

- (1) Complete family and/or child's demographic information posted to the date of the file closing;
- (2) Narrative and designed form court status reports posted to date of the file closing, including documentation of the last known address of the family and/or child;
- (3) All legal documents and verifications, including court orders, executed parental consent forms, forms for waivers or relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage and death documents; in the instances of adoption case records, every effort should be made to compile and incorporate within the files pertinent pre-natal, natal, and biological parents' medical history and genealogical records;
- (4) Medical and dental history data, including psychological or surgical consent documents; and
- (5) Student transcripts and/or related items.

After the adoption records have been microfilmed the agency may dispose of the originals. Retain the agency copy of the microfilm/microfiche in the office permanently and transfer a security copy (reel film only) to the State Archives for permanent retention.

*Disposition
Approved*