

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 85-3
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM-7.1

AGENCY	Department of Children and Family Services
DIVISION	Director's Office
SUBDIVISION	Office of Investigation
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	<u>Gordon Johnson</u> <u>2/22/85</u> DATE
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

RECOMMENDATION:

Jim Edgar 3/20/85
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHAIRMAN
Oliver Foster
SECRETARY
MAR. 20 1985
DATE

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

Investigation Case Files (Originals or Record Copies)

Dates: 1980 -
Volume: 7 Cu. Ft.
Annual Accumulation: 3 Cu. Ft.
Arrangement: Alphabetical

This file series contains the case files established for documenting investigative and any resultant administrative and court proceedings relating to security or ethical matters concerning or involving the Department of Children and Family Services with regard to administration, employee conduct, and vendors. The file series embraces both civil and criminal cases. Contents of the files include any or all of the types of documents which consist of investigative notes, statements, copies of personnel action documents, or other relevant administrative records, (when applicable) duplicates of various court documents (i.e., pleadings, motions, orders, decisions, transcripts, exhibits, etc.), and related correspondence and memoranda.

Departmental copies of Court of Claims cases are approved for disposal after the lapse of one (1) year following case closure in accordance with approved Application #82-26. Copies of court case documents are maintained by the Attorney General's office for a period of ten (10) years after disposition of case per approved App. #D100, item 4. The Department's Office of the Legal Counsel maintains duplicates of some of these materials for a period of six (6) years under authority of approved Application #84-30.

APPLICATION FOR AUTHORITY TO
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(CONTINUATION SHEET)

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Item NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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Recommendation:

Retain in office for one (1) year following closure of case, then transfer to the State Records Center for four (4) years retention, then dispose of (by shredding), providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

***Disposition
Approved***