

**JIM EDGAR**  
 Secretary of State  
 and  
 State Archivist

STATE OF ILLINOIS  
 STATE RECORDS COMMISSION

APPLICATION NO. 85-31M  
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APPLICATION FOR AUTHORITY TO  
 DISPOSE OF STATE RECORDS

RM-7.1

**AGENCY** Department of Children and Family Services

**DIVISION** Program Operations

**SUBDIVISION** Regional 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.

*[Signature]*  
 HEAD OF AGENCY

4/16/85  
 DATE

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

RECOMMENDATION:

*Jim Edgar* 5/15/85  
 ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

*[Signature]*  
 CHAIRMAN

*Oliver Foster*  
 SECRETARY

MAY 15 1985  
 DATE

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES <small>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.</small>	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></p> <p>Child Welfare Programs/Services Case Files (Originals or Record Copies)</p> <p>Dates: 1964 -            Volume: 6,000 Cu. Ft.            Annual Accumulation: 500 Cu. Ft.            Arrangement: Chronological and alphabetical by client officer</p> <p>This record series includes the case files of child welfare programs and services administered by the Department in the categories or program titles consisting of adoptions, guardianships, institutional placements, Group Home Placements, Foster Home Placements, Independent Living, and Family and Unmarried Mothers program services. These case files contain records in various formats (i.e., designed forms, correspondence, notes, and summary or status reports) showing social, educational, medical, dental, and psychiatric data relating to case clients and/or subjects. Also included in many of the case files are agency copies of various legal documents showing the status of adjudications or actions required to open a case and/or administer case services, such as court orders, executed parental consent forms, forms for waivers or relinquishments, parental financial liability documents, child benefits data, various eligibility documents for</p>	

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

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A RM-44A

NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

federal funding, and copies of birth, marriage, and death certificates. Public access to these files is limited by provisions of Ill. Rev. Stat. 1983, ch. 23, par. 2225.

Application 82-40 rewritten to provide for the microfilming and permanent retention of adoption case files for compliance with P.A. 83-1408, which stipulates a ninety-nine (99) year retention period for such records.

Recommendation:

Upon the date of the files closure, dispose of ephemeral and/or non-record materials contained within the files and retain the case file materials listed below under categories (1) through (5) in office for five (5) years, then microfilm and dispose of original paper of all adoption case files and transfer all other categories of closed case files to the State Records Center (without microfilming) for forty-five (45) years retention and subsequent disposal (by shredding) providing the completion of all audits (federal and state), if necessary, under supervision of the Auditor General and no litigation is pending or anticipated; transfer security microfilm copies of adoption case files (reel film only) to State Archives for permanent retention; all agency use microforms of adoption case files are to be retained in office on a permanent basis;

- (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.

**Disposition  
Approved**