

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 85-53
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

4-7.1

AGENCY Department of Children & Family Services	RECOMMENDATION: <i>Jim Edgar</i> 9/18/85 ARCHIVIST DATE
DIVISION Management and Budget	
SUBDIVISION Office of Budget & Fiscal Forecast	
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	8/20/85 DATE
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

STATE RECORDS COMMISSION APPROVAL:
[Signature]
CHAIRMAN
Michael Devine tp
SECRETARY
SEP 18 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>Approved Budgets with Supporting Budget Preparation Reports and Workpapers (Originals & Duplicates)</p> <p>Dates: 1974 - Volume: 55 Cu. Ft. Annual Accumulation: 5 Cu. Ft. Arrangement: Chronological</p> <p>This record series consists of the reports, summaries, and workpapers created or received by the agency as part of the budget preparation and approval process. Specifically, the file consists of projection computations and estimates, monthly expenditure reports, personnel headcount reports, cost analyses, copies of legislative appropriation committee materials, duplicate legislative appropriation bills, agency record copies of approved budgets, and all relevant correspondence and workpapers.</p> <p><u>Application 84-35, item 5 rewritten to reflect current administrative jurisdiction of the record series.</u></p> <p>Recommendation: Retain in the office for three (3) 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.</p>	<p>Disposition Approved</p>