

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 85-70M
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM-7.1

AGENCY Department of Children and Family Services	RECOMMENDATION: <i>Jim Edgar</i> 9/18/85 ARCHIVIST DATE
DIVISION Management and Budget	
SUBDIVISION Financial Management Unit	
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> 8/20/85 HEAD OF AGENCY DATE	STATE RECORDS COMMISSION APPROVAL: <i>[Signature]</i> CHAIRMAN <i>Michael Devine</i> SECRETARY SEP 18 1985 DATE
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	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>Monthly Board Payment Reports (Originals)</p> <p>Dates: 1970 - Volume: 21 Cu. Ft. Annual Accumulation: 4 Cu. Ft. Arrangement: Alphabetical by Child's Name and by Foster Parent's Name</p> <p>This record series consists of two payment reports, both in the form of computer print-outs (originals) which are generated internally as documentation of the amounts paid by the Department for each child eligible for subsidy in each foster home. These reports have also been used by the Department as supporting documentation in Court of Claims cases and as a tracking device for locating records of children who have been foster children.</p> <p><u>This application is submitted to rewrite State Records Application 77-74, item 4 to extend the retention period from six to ninety-nine years and to provide for disposition of the microfilm.</u></p> <p>Recommendation: Retain the originals in the office for one (1) fiscal year then microfilm and dispose of the originals. Retain the agency copy of the microfilm/microfiche in the office for twenty-five(25) years and transfer a security copy of the microfilm to the State Records Center for ninety-nine(99) years then dispose of provided no litigation is pending or anticipated.</p>	

**Disposition
Approved**