

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 85-71
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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 Program Operations Division	
SUBDIVISION 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> 8/20/85 X 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.	

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
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Daily Service Sheets

Dates: 1980 -
Volume: 500 Cu. Ft.
Annual Accumulation: 100 Cu. Ft.
Arrangement: Chronological and by area office

The Daily Service Sheets are submitted by social service workers and ancillary workers (volunteers, advocates, students, etc.) and detail the types of services provided by each worker and show to whom the services were provided. The information contained in the Daily Service Sheets is entered into the Department's data base, where it is accessed for preparation of periodic reports such as reports on how the worker's time was allocated for various services.

This application is submitted to rewrite State Records Application 77-74, items 3 and 9 to extend the retention period to reflect current administrative jurisdiction of the record series, and to provide for records center storage.

Recommendation: Retain in the office for one (1) fiscal year after data entry then transfer to the State Records Center for five (5) fiscal 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.

*Disposition
Approved*