

JIM EDGAR
 Secretary of State
 and
 State Archivist

**STATE OF ILLINOIS
 STATE RECORDS COMMISSION**

APPLICATION NO. 85-82
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**APPLICATION FOR AUTHORITY TO
 DISPOSE OF STATE RECORDS**

RM-7.1

AGENCY Department of Children & Family Services

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.

[Signature]
 HEAD OF AGENCY

8/29/85
 DATE

RECOMMENDATION:

[Signature] 9/18/85
 ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

[Signature]
 CHAIRMAN

[Signature]
 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 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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Travel Control Files (Agency Record Copies)

Dates: 1979 -
 Volume: 5½ Cu. Ft.
 Annual Accumulation: ½ Cu. Ft.
 Arrangement: Chronological

This records series consists of requests from employees for the agency to reserve and pay for or reimburse the employees for transportation to conduct official state business. Included are TR-1 forms which are completed to request vehicle rentals or airline tickets, amtrack reservation records, and motor pool requests.

Recommendation: Retain in the office for six (6) fiscal years, then dispose of provided no litigation is pending or anticipated and provided all audits have been completed under the authority of the Auditor General, if required.

**Disposition
 Approved**