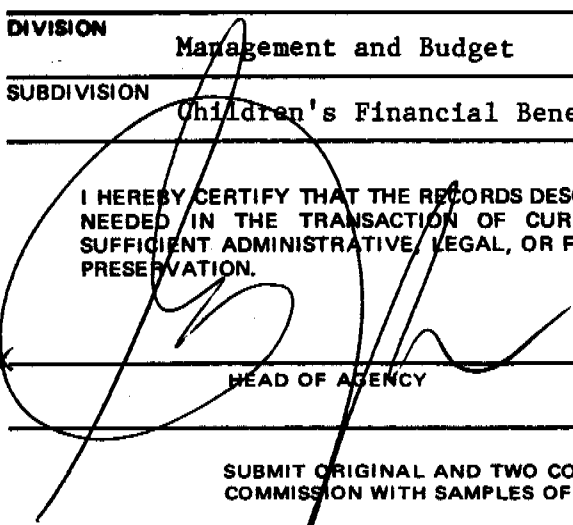



**APPLICATION FOR AUTHORITY TO
 DISPOSE OF STATE RECORDS**


RM-7.1


AGENCY	Department of Children and Family Services
DIVISION	Management and Budget
SUBDIVISION	Children's Financial Benefits - Eligibility 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.	
 HEAD OF AGENCY	8/20/85 DATE
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

RECOMMENDATION:

 9/18/85
 ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:


 CHAIRMAN


 SECRETARY

SEP 18 1985
 DATE

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
1.	<p>Cancelled and Closed AFDC Foster Care Case Files (Originals)</p> <p>Dates: 1979 - Volume: 72 Cu. Ft. Annual Accumulation: 12 Cu. Ft. Arrangement: Numerical by case number</p> <p>This file series includes case files established and maintained by the Department for each foster care family receiving financial aid and services from the agency through the "Aid to Families with Dependent Children" (AFDC) public assistance program.</p> <ol style="list-style-type: none"> (1) Completed applications for assistance and supporting documents, showing each client's work history, medical history, financial resources, etc. These documents are used by the department to determine the client's eligibility for assistance and/or the amount of assistance (2) Case file face sheet which summarizes the client's assistance plan history (3) Client consent to release of information forms 	

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 85-83

(CONTINUATION SHEET)

PAGE 2 OF 2 PAGES.

A RM-44A

FILE NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

- (4) Completed forms for the verification of marriage, divorce, birth dates, and/or death of client
- (5) Duplicates of original Notices of Division on applications for assistance
- (6) The case worker's notes
- (7) Eligibility redetermination reports
- (8) Authorization of assistance actions
- (9) Conservator of estate designations, and
- (10) Any correspondence or memoranda pertinent to case workers transactions with clients under a given public assistance program.

Disposition of this record series was previously included in State Records Application 80-60, submitted by the Department of Public Aid and then under State Records Application 83-1 when the authority to process AFDC Foster Care case files was transferred to the AFDC Medical Determination Unit of the Department of Children and Family Services. This application is submitted to rewrite State Records Application 83-1 to reflect the current administrative jurisdiction of the record series.

Recommendation: Retain in the office for one (1) year after closure or cancellation of the case, then transfer to the State Records Center for five (5) years retention, then dispose of, provided all audits (federal and state) have been completed under the authority of the Auditor General, if required, and provided no litigation is pending or anticipated.

*Disposition
Approved*