

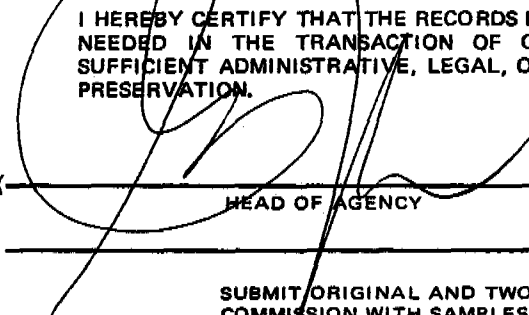
JIM EDGAR  
Secretary of State  
and  
State Archivist



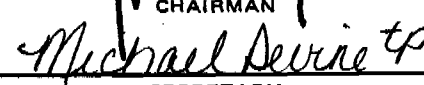
STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 85-99  
PAGE 1 OF 1 PAGES.

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

RM-7.1

AGENCY	Department of Children & Family Services
DIVISION	Program Operations
SUBDIVISION	All Regional 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.	
HEAD OF AGENCY	
DATE	8/20/85
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

RECOMMENDATION:
 ARCHIVIST      9/18/85 DATE
STATE RECORDS COMMISSION APPROVAL:
 CHAIRMAN
 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>Homemaker Service Activity Files</p> <p>Dates: 1970 - Volume: 300 Cu. Ft. Annual Accumulation: 100 Cu. Ft. Arrangement: Alphabetical by name of homemaker</p> <p>This record series consists of records documenting the services provided by contractual employees participating as homemakers in the Homemaker Service Program pursuant to provisions of Ill. Rev. Stat., 1983, Ch. 23, Par. 5005-4. Homemakers perform various domestic services (e.g., laundry; cleaning; cooking) for children and/or their families who are unable to adequately provide these services for themselves. Records for each homemaker generally include: application for homemaker's position; resumes; contractual service agreements; medical examination report on homemaker; daily service sheets showing services provided to children and/or families by the homemaker on a daily basis; annual homemaker evaluation forms; contractual obligation documents; contractual service vouchers (agency record copies); billing summaries for services provided by the homemaker; and related correspondence.</p> <p>Recommendation: Retain in the office for two (2) years after the end of the fiscal year, transfer to the Records Center for four (4) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	

Disposition  
Approved