

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 87-31
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

RM-7.1
AGENCY

Department of Children and Family Services

DIVISION

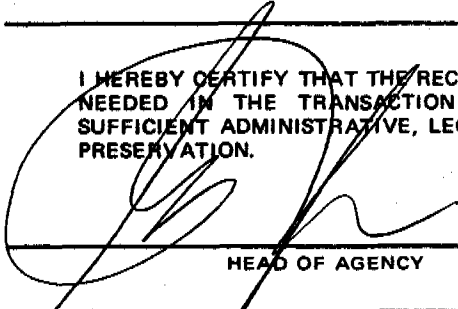
Office of Employee Services

SUBDIVISION

RECOMMENDATION:

Jim Edgar 5/20/87
ARCHIVIST DATE

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

4-8-87
DATE

STATE RECORDS COMMISSION APPROVAL:

Jim Edgar
CHAIRMAN
Michael Sinn
SECRETARY
MAY 20 1987
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

1. Employee Disciplinary Records (Agency Record Copies)

Dates: 1978 -
Volume: 10 Cu. Ft.
Annual Accumulation: 1 Cu. Ft.
Arrangement: Alphabetical

This record series consists of records maintained by the Office of Employee Services for use in employee disciplinary actions taken by the agency. The twenty (20) year retention period for this record series is recommended as some cases involve disciplinary action being taken against an employee whose conduct may have resulted in some adverse action being taken against or upon a minor while in the custody of the Department.

Included in this record series are results of internal investigation, correspondence with the parties involved (i.e., employee, bargaining agent, attorneys, witnesses, other agencies (i.e., Secretary of State Court of Claims, Department of Human Rights, Central Management Services, Labor Relations Office, etc.), copies of court orders, arbitrator's finding of facts, notices of disciplinary action to employees, evidence, briefs and counter briefs.

Recommendation: Retain in the office for two (2) years after the notification of possible disciplinary action is sent to the employee, then transfer to the State Records Center for twenty (20) years, then dispose of (by shredding) provided no litigation is pending or anticipated.

Disposition
Approved

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 87-31

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RM M RM-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Grievance Records (Agency Record Copies)</p> <p>Dates: 1978 - Volume: 12 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological, then by grievance number</p> <p>This record series consists of the agency's files compiled in preparing and processing employee contractual grievances and grievances under the Civil Service Code.</p> <p>Included in this record series are copies of the statement of the grievance filed by the employee or the union, requests for more information from the Department of Central Management Services, and the agency's reply to the request for information (Grievance Fact Sheet) records of any evidence collected, briefs, arbitrator's decision, 2nd and 3rd level responses, panel decision (if civil service), 4A disposition (if union grievance), records of settlement, and any related correspondence.</p> <p>This recommendation is submitted to correlate with previously approved records retention periods for the same record series by the Illinois Department of Central Management Services. (See State Records Application 86-102, items 1, 2 and 3 and 82-70, item 3).</p> <p>Recommendation: Retain in the office for two (2) years, then transfer to the State Records Center for eighteen (18) years, then dispose of (by shredding) provided no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>