

JIM EDGAR  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

APPLICATION NO. 88-26  
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RM-7.1

Department of Children and Family Services

RECOMMENDATION:

DIVISION Policy and Plans

*Jim Edgar* 8/17/88  
ARCHIVIST DATE

SUBDIVISION Office of Rules and Procedures

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.

STATE RECORDS COMMISSION APPROVAL:

HEAD OF AGENCY  
GORDON JOHNSON

8-1-88

DATE

*[Signature]*  
CHAIRMAN

*Michael Derr*  
SECRETARY

AUG 17 1988

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
1.	<p><b>Administrative and General Correspondence with Related Documents (Originals and Duplicates)</b></p> <p>Dates: 1985- Volume: 1 cu. ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of the administrative and general correspondence generated by the Office of Rules and Procedures. Additionally, the file contains the following materials germane to the office's overall functions and activities: internal memoranda; Advisory Task Force Groups and Interagency Working Groups correspondence/reports; correspondence/reports of the Executive Committee, the User/Review Committee, the Governor's Task Force on Immigration Reform, Governor's Interagency Task Force on Aids, Governor's Planning Council on Developmental Disabilities, Illinois Department of Public Health Substance Abuse Task Force, and the Policy Advisory Committee for the Department of Commerce and Community Affairs, and memos of approval of programmatic handbooks printed by the Department of Children and Family Services.</p> <p><b>Recommendation:</b> Retain three (3) years in office, then with the assistance of State Archives staff, review the file and dispose of all record and non-record materials possessing insufficient value for further retention. All accumulations which remain after such reviews and disposals are to be transferred to State Archives custody for permanent retention.</p>	<p>deferred 5/18 deferred 6/15</p> <p><b>Disposition Approved</b></p> <p><i>Supplemental by 96-6 JTDMM J only</i></p>

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Historical Record of Rules, Procedures, Administrative Procedures (Original and Duplicate)</p> <p>Dates: 1964- Volume: 16 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by year, alphabetical by topic</p> <p>This record series consists of documents which emphasize the historical pertinency of administrative materials. The files were enacted over the director's signature and serve as resource materials to miscellaneous inquiries.</p> <p>Contents of the record series comprise rules, regulations, procedures, policy guides, and the child welfare services manuals. The Department of Children and Family Services possesses both original and duplicate copies of the record series. In some circumstances, the department may distribute data to private agencies beyond the Rules and Procedures established circulation.</p> <p>Recommendation: Retain in the office for twelve (12) years, then with the assistance of the Archives staff, review and weed files, transferring materials having historical value to the Illinois State Archives for permanent retention and disposing of the non-historical information.</p>	<p>deferred 5/18 deferred 6/15 <b>Disposition Approved</b></p>
3.	<p>Administrative Rules and Regulations Developmental Files (Original)</p> <p>Dates: 1981- Volume: 10 cu. ft. Annual Accumulation: 1 cu. ft. Arrangement: Chronological by year; numerical by file number</p> <p>This record series consists of documents which emphasize rules and regulations of the Department's administration. The forms are used to satisfy filing requirements pursuant to <u>Illinois Revised Statutes, 1985, chapter 127, paragraphs 1001 et seq.</u> In addition, the files are maintained for general reference and possible litigation.</p> <p>Contents of the record series involve drafts of rule material prepared for Executive Staff review, comments on the draft material, summaries of departmental advisory council, testimonies, correspondence to and from Joint Committee on Administrative Rules (JCAR), correspondence to and from Secretary of State, and correspondence to and from the Small Business Office of the Department of Commerce and Community Affairs. The Department of Children and Family Services maintains the original documents. Segments of five developmental files may be distributed to JCAR and the Administrative Code Section.</p> <p>Recommendation: Retain in office for seven (7) years, then with the assistance of the Archives staff, review and weed files transferring materials having historical value to the Illinois State Archives for permanent retention and disposing of the non-historical information.</p>	<p>deferred 5/18 deferred 6/15 <b>Disposition Approved</b></p>

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4.	<p><b>Procedural Development File (Originals)</b></p> <p><b>Dates:</b> 1975- <b>Volume:</b> 36 cu. ft. <b>Annual Accumulation:</b> 3 cu. ft. <b>Arrangement:</b> Chronological</p> <p>This record series consists of drafts of procedures, administrative procedures, and policy guides prepared for executive staff review and comments, final Departmental decision-making, or for the Director's signature. Manuscript comments regarding the drafts are physically maintained separately but are an integral part of this record series.</p> <p><b>Recommendation:</b> For drafts, retain in office for three (3) years, then dispose of providing no litigation is pending or anticipated. For manuscript comments, retain in office for six (6) months after the effective date of the corresponding procedures, then dispose of providing no litigation is pending or anticipated.</p>	<p>deferred 5/18 deferred 6/15 <b>Disposition Approved</b></p>
5.	<p><b>Special Projects File (Original)</b></p> <p><b>Dates:</b> 1971- <b>Volume:</b> 32 cu. ft. <b>Annual Accumulation:</b> 2 cu. ft. <b>Arrangement:</b> Alphabetical by topic</p> <p>This record series consists of case files which concern special projects of the Department of Children and Family Services. The files are used to establish proper audit trails and are implemented in conjunction with state law, federal law, or federal programs (e.g., Social Security Titles IV-B, IV-E, XIX or XX). In addition, some documents relate to administrative licensing of child care facilities.</p> <p>Contents of the record series comprise administrative directives, regulations, correspondence, action plans, and records of administrative action. Materials relevant to child care facilities and legal licensing involve state fire marshal report, appraisals, application for licensing, review requests, evaluation forms, routine correspondence, and follow-up studies. The Department of Children and Family Services maintains the original records. Copies of the record series may be directed to the State Management and Budget Office and Public Aid Office. Duplicate files may also be sent to the Federal Government (e.g., Health and Human Services).</p> <p><b>Recommendation:</b> Retain in office for seven (7) 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>	<p><b>Disposition Approved</b></p>

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<p>6. Minutes (Original, Agency Record Copy, and Duplicate)</p> <p>Dates: 1981- Volume: 1½ cu. ft. Annual Accumulation: Negligible Arrangement: Chronological by year; Alphabetical by topic; Numerical by file number</p> <p>This record series consists of proceedings relevant to Departmental policy and procedure, issues for Departmental committees and non-agency individuals, interagency staffing for designated concerns, and initial rule proposals pursuant to (<u>Illinois Revised Statutes, 1985, Chapter 127, Paragraphs 1001, et. seq.</u>)</p> <p>The files are used to record assorted transcripts for future reference in problem solving conferences (e.g. Internal Task Force Committee of Departmental staff, "Public-Private Groups" involving Departmental committees and external individuals, Interagency Work Seminars for different state departmental personnel, and Rules Formulation Committee of concerned individuals).</p> <p>Contents of the record series comprise agenda, date of meetings, members present, and actual proceedings. The Rules Formulation Transcripts are original documents. If the Office of Rules and Procedures heads a committee, then the Internal Task Force proceedings and the Public-Private proceedings are original documents. Otherwise, the minutes are duplicate copies which are located within other offices at the Department of Children and Family Services. Interagency work proceedings, and "Public-Private" minutes are distributed or located with designated departments or individuals.</p> <p><u>This record series is written to emphasize a separate listing for assorted proceedings with an appropriate retention schedule for historical, legal, or administrative value.</u></p> <p>Recommendation:     A. If the documents are original, then transfer to the Illinois State Archives for permanent retention.</p> <p>                          B. If the documents are duplicate or agency record copy, then the records are to be retained in office for three (3) years, then dispose of providing no legal, administrative, fiscal, or historical value exists.</p>	<p align="right"><b><i>Disposition Approved</i></b></p>