

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 89-100
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

IM-7.1
AGENCY

Department of Children & Family Services

DIVISION

Youth and Community Services

SUBDIVISION

Governor's Youth Service Initiative

RECOMMENDATION:

Jim Edgar 3/21/90
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.

01-29-90

HEAD OF AGENCY

DATE

GORDON JOHNSON

STATE RECORDS COMMISSION APPROVAL:

John Kelly
CHAIRMAN
Michael Devine
SECRETARY

MAR 21 1990

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

Government Youth Service Initiative (GYSI) Program Client Case Files (Originals)

Dates: 1984 -

Volume: 60 Cu. Ft.

Annual Accumulation: 10 Cu. Ft.

Arrangement: Chronological by year, alphabetical by name

This record series consists of documents which summarize medical care, transportation fees, social counseling, and placement costs for youth currently referred to the GYSI program by the Cook County Juvenile Court pursuant to Ill. Rev. Stat. 1987, ch. 23, par. 5017a-11. The GYSI is a result of an inter-agency agreement between the Departments of Public Health, Children and Family Services, Corrections, Mental Health and Developmental Disabilities, and Illinois State Board of Education. Documents enter inactive status after the youth no longer participates in the agency's program.

Data of the record series include supporting correspondence, progress reports, outlines of individualized education program, placement and annual review records, annual goals statements, discharge summaries and reports from GYSI, intelligence test results, psychiatric evaluations, case termination forms, initial and subsequent staffing reports, client service plan(s), and copies of minutes from staff meetings. The files are original with duplicates maintained by the designated agencies which fund the youth service programs (e.g., Departments of Corrections, Public Health, Mental Health and Developmental Disabilities). Other duplicates may be disseminated to the appropriate Regional DCFS case worker. A related record series, "Child Welfare Program/Services Case Files", are

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(CONTINUATION SHEET)

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FORM RM-7a

ITEM NO.

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ACTION TAKEN

maintained in the following manner per Application 85-31M: "upon the date of the file's closure, dispose of ephemeral and/or non-record materials contained within the files and retain the case file materials for five (5) years, then microfilm and dispose of original paper of all adoption case files and transfer all other categories of closed case files to the State Records Center (without microfilming) for forty-five (45) years". (Adoption case files maintained on microfilm are to be maintained permanently in accordance with Application 85-31M.). Also, the Department of Corrections has maintained "Case Records" until the ward becomes "over age" and discharged from custody. The files were then weeded of internal administrative forms and of duplication. Weeded case records were to be retained for a period of ten (10) years after the ward attained age twenty-one (21) per item #1 of Application 67-20.

Because this record series contains files and personal information with respect to clients receiving social, medical, educational, vocational, financial or custodial program services, public access to these files is limited pursuant to Ill. Rev. Stat. 1987, ch. 23, par. 2225.

Recommendation:

Retain in office for five (5) years after the respective program client(s) reaches the age of majority, then dispose of (by shredding) providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved**