

JIM EDGAR  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 89-29  
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APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

RS-4-7.1  
AGENCY

Department of Children and Family Services

DIVISION

Child Welfare and Protective Services

SUBDIVISION

Licensing

RECOMMENDATION:

*Jim Edgar* 4/18/90  
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

*Michael Severe*  
CHAIRMAN  
SECRETARY

APR 18 1990

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

3-14-89

DATE

GORDON JOHNSON

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
	<p>Complaint and Investigation Files Regarding Child Care Facilities (Originals or Record Copies)</p> <p>Dates: 1980 - Volume: 18 Cu. Ft. Annual Accumulation: 2 Cu. Ft. Arrangement: Chronological/alphabetical</p> <p>This record series consists of complaint files maintained by the licensing section of the Division of Child Welfare and Protective Services. The files generally contain records generated from various complaints received on child care facilities in Illinois including complaint forms and related investigative reports, and recommendations for action (i.e., correspondence concerning scheduled administrative hearings and license action shown by case disposition).</p> <p>Original DCFS investigation case files (Office of Investigation) are retained for a period of five (5) years following the closure of the case under the authority of State Records Application #85-3, item #1. Disposition of originals of select case files regarding incidents of abuse and neglect of children are covered under State Records Application #82-52E, item #1 and #82-51M/E, item #1.</p> <p>Limitations to public access to these records are prescribed under Ill. Rev. Stat. 1987, ch. 23, par(s). 2061. thru 2061.3.</p> <p>Recommendation: Retain in the office for four (4) years after final closing action, then transfer to the State Records Center for eight (8) years, then dispose of provided all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>