

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

APPLICATION NO. 89-37
PAGE 1 OF 2 PAGES.

FORM RM-7.1

AGENCY Department of Children and Family Services	RECOMMENDATION: <i>Jim Edgar</i> 5/17/89 ARCHIVIST DATE
DIVISION Management and Budget	
SUBDIVISION Office of Information Services	
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. <i>[Signature]</i> HEAD OF AGENCY GORDON JOHNSON	STATE RECORDS COMMISSION APPROVAL: <i>[Signature]</i> CHAIRMAN <i>Michael Devine</i> SECRETARY MAY 17 1989 DATE
4-19-89 DATE	
SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS COMMISSION WITH SAMPLES OF EACH ITEM LISTED.	

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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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.

Random Moment Survey - Surveyor Reporting Form (Original)

Dates: 1985 -
Volume: 40 Cu. Ft.
Annual Accumulation: 10 Cu. Ft.
Arrangement: Chronological by year

This record series consists of a document used to record survey results from a random sample of questionnaire respondents pertinent primarily to questions regarding staff duties. The form serves as a source document for computer entry. In addition, the information is also utilized as a prerequisite to federal funding from the Health and Human Services Department under the "Adoption Assistance and Child Welfare Act of 1980" (Public Law 96-272, 96th Congress). The referral rate of the series (in hard copy format) becomes inactive after the appropriate information is entered in the agency's computer system.

Data of the record series include region, name, site, name of employee, surveyor identification number, reason for past incomplete surveys, employee on non-working status, employee on working status, case related activity, non-case related activity, service/program area, and employee certification.

All distribution of the record series is within the agency with case workers and field officers receiving duplicates of the survey form. The agency wishes to retain this record series for seven (7) years to allow sufficient time for federal and state audits and/or possible claims by the above state agency (see Public Law 96-272 of the 96th Congress, Title III, sec. 306).

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(CONTINUATION SHEET)

APPLICATION NO. 89-37

PAGE 2 OF 2 PAGES.

RM-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
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Recommendation:

Retain hard copy documents in office for three (3) years following date of filing, then transfer to the State Records Center for four (4) years retention then dispose of providing all audits have been completed under supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Retain in office on a permanent basis record series data contained in computer tape/disc format until a State Records Commission approved records retention schedule is prepared for the disposition of the data.

**Disposition
Approved**