

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

FORM 7.1  
AGENCY

Dept. of Children and Family Services

DIVISION  
Program Operations

SUBDIVISION  
Regional and Field Offices

RECOMMENDATION:

*Jim Edgar* 8-16-89  
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.

STATE RECORDS COMMISSION APPROVAL:

*[Signature]*  
CHAIRMAN  
*Michael Severts*  
SECRETARY  
AUG 16 1989  
DATE

HEAD OF AGENCY  
GORDON JOHNSON  
DATE  
07/24/89

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
1.	<p>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.</p> <p>"I hereby certify that microfilm copies, made in accordance with the standards of the State Records Commission, will be adequate substitutes for the original records."</p> <p>GORDON JOHNSON</p> <p>Adoption Case Records (Originals or Agency Record Copies)</p> <p>Dates: 1953-1985 Volume: 600 Cu. Ft. Annual Accumulation: 50 Cu. Ft. Arrangement: Chronological and alphabetical</p> <p>This application is submitted to delete adoption case records (dated 1953-1985) from the record series described in item 1 of State Records Application 85-31M, due to the agency being unable to microfilm the adoption records at this time. The agency is requesting temporary storage of these records in the State Records Center until the records are micro-filmed.</p> <p>These files contain the agency record copy or in some cases originals of: the adoptive parent home studies, financial records if the adoption is subsidized, biological data on the natural parents, background checks of prospective parents, medical information on the child and copies of adoption records.</p> <p>Public Act 83-1408 requires that adoption case files be maintained for a period of ninety-nine (99) years.</p> <p>Public access to these files is limited as per the provision of <u>Ill. Rev. Stat. 1987, ch. 23, par. 2225.</u></p>	<p><i>See</i> <i>92-57</i></p>

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(CONTINUATION SHEET)

APPLICATION NO. 89-66

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RM M RM-7a

NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p><u>This application is written to supersede Application 85-138M to extend the retention period of the record series at the State Records Center from January 1, 1990 to January 1, 1995.</u></p> <p>Recommendation: Upon the date of the files closure, dispose of ephemeral and/or non-record materials contained within the files and transfer the case file materials listed below under categories (1) through (5) to the State Records Center and retain until January 1, 1995:</p> <ol style="list-style-type: none"><li>1) Complete family and/or child's demographic information posted to the date of the file closing;</li><li>2) Narrative and designed form court status reports posted to date of the file closing, including documentation of the last known address of the family and/or child;</li><li>3) All legal documents and verifications, including court orders, executed parental consent forms, forms for waivers or relinquishments, parental financial liability documents, child benefits data, various eligibility documents for federal funding, and copies of birth, marriage and death documents; in the instances of adoption case records, every effort should be made to compile and incorporate within the files pertinent pre-natal, natal and biological parents' medical history and genealogical records;</li><li>4) Medical and dental history data, including psychological or surgical consent documents; and</li><li>5) Student transcripts and/or related items.</li></ol> <p>After the adoption records have been microfilmed, the agency may dispose of the originals. Retain the agency copy of the microfilm/microfiche in the office permanently and transfer a security copy (reel film only) to the State Archives for permanent retention.</p>	<p><i>Disposition Approved</i></p>