

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

RM M RM-7.1

Department of Children and Family Services

DIVISION Investigations

SUBDIVISION

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  
GORDON JOHNSON

DATE 2-27-90

RECOMMENDATION:

*Jim Edgar* 3/21/90  
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:

*[Signature]*  
CHAIRMAN

*Michael Devine*  
SECRETARY

MAR 21 1990  
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
1.	<p>Child Abuse and Neglect Tracking System Background Checks (Originals)</p> <p>Dates: 1986 - Volume: 60 Cu. Ft. Annual Accumulation: 20 Cu. Ft. Arrangement: Alphabetical by Agency Name</p> <p>This record series consists of documents which are generated from background investigations of prospective and current personnel employed by child-care facilities pursuant to the Illinois Child Care Act of 1969 (Ill. Rev. Stat. 1987, ch. 23, par. 2214.1).</p> <p>Data of the record series include the applicant's name, address, social security number, sex, race, date of birth, height, weight, hair color, eye color, maiden and/or names formerly used, previous addresses, facility of employment or application, and signature. The documents are original as copies are disseminated to the designated facility.</p> <p>A similar type of record series, "Applicant Background Investigation Files" are maintained by the Department of State Police for twenty (20) years per item 1 of Application #81-105M.</p> <p>Recommendation: Retain in office for three (3) years, then transfer records to the State Records Center for seventeen (17) 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>	Disposition Approved

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(CONTINUATION SHEET)

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ITEM NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

2. Pre-Employment Checklist Files (Originals)

Dates: 1985 -

Volume: 4 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by Name

*Personal  
Back ground  
checks*

This record series consists of files which summarize background investigations of prospective employees seeking positions within the agency pursuant to (Ill. Rev. Stat. 1987, ch. 23, par. 5021).

Contents of the record series include a pre-employment package checklist, consent for release of information, attachment to Department of Central Management Services Form 100 Application for Employment, prior employer questionnaire, supporting correspondence and acknowledgement of mandated reporter status. The files are originals. A related record series, "Applicants Background Investigation Files" are maintained by the Department of State Police for twenty (20) years per Application #81-105M.

Recommendation:

Retain in office for three (3) years, then transfer records to the State Records Center for seventeen (17) 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.

*Disposition  
Approved*