

JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 90-9
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

FORM 7.1
AGENCY

Department of Children and Family Services/Illinois
Division
Juvenile Justice Commission

SUBDIVISION

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.

HEAD OF AGENCY
GORDON JOHNSON

2-27-90
DATE

STATE RECORDS COMMISSION APPROVAL:

John Daly
CHAIRMAN
Michael Devant
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 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>Juvenile Justice System Master Program Project Files (Agency Record Copies)</p> <p>Dates: 1977 - Volume: 35 Cu. Ft. Annual Accumulation: 3 Cu. Ft. Arrangement: Chronological by Year, Numerical by File Number</p> <p>The Illinois Juvenile Justice Commission which is an adjunct agency to the Department of Children and Family Services as the "State Planning Agency" for programs, projects, plans, research studies and other activities undertaken by local and state agencies and other appropriate entities (both public and private) involved with the administration of any or all aspects of the juvenile justice system throughout the state of Illinois [(Ill. Rev. Stat. 1987, ch. 23, par. 5017(a)(9)]. The programs, projects, and other related activities implemented by the various local, regional, and state level units of administration pertain to all facets ranging from training of justice system personnel, delinquency prevention, treatment programs, and jail removal initiative. As the "State Planning Agency" for the criminal and juvenile justice system programs and projects implemented throughout the state, the agency performs planning and coordinating functions with regard to federal and state program or project grant fund proposals and subsequent applications, prioritizing and administering grant fund disbursements, and the general planning, development, correlation and evaluation of programs and projects proposed or implemented. Projects and programs are funded through any or a combination of all federal, state, and local resources.</p>	

APPLICATION FOR AUTHORITY TO
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(CONTINUATION SHEET)

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RM-7a

ITEM NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

This file consists of the agency's record copies of those documents created or received by the Illinois Juvenile Justice Commission as necessary documentation of the general performance of the planning and coordinating functions as described above. These program/grant administration files include: grant application (both successful and rejected); application facesheets; application related correspondence; competitive application - notice of review date by Illinois Juvenile Justice Commission; statement of grant award; contract amendments; program reports; data reports; fiscal reports and vouchers; post-award correspondence; monitoring reports; and audit reports.

The time periods program grants are in effect vary. However, most grants are operational for twelve (12) to eighteen (18) month periods with up to two one-half (2½) year extension periods. Additional copies of all contracts, agreements, and supporting records contained in this record series are transmitted to the State Comptroller's Office and are retained by that agency for a period of ten (10) fiscal years after completion of all contractual transactions and obligations in accordance with approved Application #78-41.

Recommendation:

Retain in office for three (3) years following the date of expiration and final closure of grant or date of rejection of grant application, then transfer to the State Records Center for seven (7) years retention, then dispose of providing the record series is first screened prior to disposal by State Archives staff for State Archives accessioning of all materials possessing archival value and providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

*Disposition
Approved*