

GEORGE H. RYAN
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 91-14
PAGE 1 OF 4 PAGES.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

FORM 7.1

AGENCY
Department of Children and Family Services

DIVISION
Management and Budget

SUBDIVISION
Childrens' Financial Benefits/Collection Unit

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.

Sue Suter
HEAD OF AGENCY
SUE SUTER, DIRECTOR

2/1/91
DATE

RECOMMENDATION:
George H. Ryan 2/20/91
ARCHIVIST DATE

STATE RECORDS COMMISSION APPROVAL:
[Signature]
CHAIRMAN

Michael Devine
SECRETARY

FEB 20 1991
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
1.	<p>Cancelled Checks (Duplicates)</p> <p>Dates: 1986 - Volume: 5 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by month</p> <p>This record series consists of documents which verify payment of the agency from parents/guardians of children under custodial care. The checks are copies as originals are possessed by the designated parents/guardians.</p> <p>Recommendation: Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	Disposition Approved

**APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS**

(CONTINUATION SHEET)

APPLICATION NO. 91-14
PAGE 2 OF 4 PAGES.

FORM NO. 7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Care and Maintenance Clearing Account Listings (Duplicates)</p> <p>Dates: 1988 - Volume: 2 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Chronological by day</p> <p>This record series consists of listings which detail check payments for custodial care of children by parents/guardians. Entries of individual payments are posted after the documented checks are cleared by the financial institution.</p> <p>Data of the record series include clearing account number, date of entry, description of drawer, entry number, code number of entity upon which check is drawn, amount of entry, and grand totals. The documents are duplicates as originals are maintained for six (6) years by the State Treasurer per item 15 of Application 86-129.</p> <p>Recommendation: Retain in office for two (2) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
3.	<p><u>Care and Maintenance Determination of Parents' Liability Form (Originals)</u></p> <p>Dates: 1984 - Volume: ½ Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>This record series consists of documents which detail monthly billings to parents or guardians of the estates of children for the amount of determined liability and monies received. The form is also utilized by the agency to establish, revise, or stop a charge for child care.</p> <p>Data of the record series include parent's or guardian's name and address, income level of parents or guardians, number of people in family, assessment files, name of child, costs for child care, revision information for child, reinstatement data, and stop charge information. The documents are originals as duplicates are maintained by the agency's Eligibility Unit.</p>	

**APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS**

(CONTINUATION SHEET)

APPLICATION NO. 91-14

PAGE 3 OF 4 PAGES.

RM 88-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p><u>This record series supersedes items 2 and 5 of Application 85-81 in order to combine data of two record series into a new record series description and to create a uniform retention of twenty (20) years from closure of account.</u></p> <p>Recommendation: Retain in office for twenty (20) years after closure of account, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>
<p>4.</p>	<p>Care and Maintenance Monthly Collections and Posting Files (Agency Record Copies)</p> <p>Dates: 1986 - Volume: 6 Cu. Ft. Annual Accumulation: 1 3/4 Cu. Ft. Arrangement: Alphabetical by child's name, Chronological by month</p> <p>This record series consists of files documenting the monthly assessment of the natural parents or legal guardians ability to reimburse the Department for the care of foster children under the custody of the Department of Children and Family Services.</p> <p>Contents of the record series include copies of income tax returns and W-2's of the natural parents' or legal guardians, telephone call documentation, credit adjustment notations, copies of Care and Maintenance Determination of Parents Liability Form (914), notations of debit adjustment, interest charge printouts, hearing correspondence, and other related correspondence.</p> <p><u>This record series is written to supersede item 1 of Application 85-81 in order to add and delete certain information to the record series description. (No change of the previously approved disposition is proposed.)</u></p> <p>Recommendation: Retain for two (2) fiscal years in office, then transfer to the State Records Center for eighteen (18) fiscal years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 91-14
PAGE 4 OF 4 PAGES.

RM M 88-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
5.	<p>Parental Accounts Receivable Data (Originals)</p> <p>Dates: 1984 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological by month</p> <p>This record series, maintained on computer tape, consists of data detailing any monetary transactions from accounts of parents/guardians using child care services of the agency. Data of the record series include report date, report name, job name, account number/name, beginning balance, monthly charges, cash receipts totals, system offsets statistics, debit and credit adjustments, write offs, account balances, and summary totals.</p> <p>Recommendation: Retain data on computer tape for five (5) years, then purge data provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i> as amended</p>