
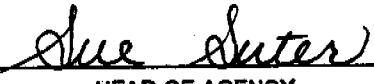



GEORGE H. RYAN
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 91-28M
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APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY Dept. of Children and Family Services	APPROVED BY STATE RECORDS COMMISSION
DIVISION Child Protection	
SUBDIVISION State Central Registry/All Regional & Field Offices	CHAIRMAN
I HEREBY REQUEST AUTHORITY TO DISPOSE OF STATE GOVERNMENT RECORDS ACCORDING TO THE SCHEDULE BELOW. I CERTIFY THAT THOSE RECORDS TO BE DISPOSED OF ARE NOT NEEDED IN THE TRANSACTION OF CURRENT BUSINESS NOR ARE THEY OF SUFFICIENT ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER RETENTION BY THIS AGENCY. I ALSO CERTIFY THAT ANY MICROFILM COPIES WILL BE MADE IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION AND WILL BE ADEQUATE SUBSTITUTES FOR THE ORIGINAL RECORDS.  10/24/91 HEAD OF AGENCY DATE	SECRETARY  DEC 18 1991 DATE

ITEM NO.	DESCRIPTION OF RECORD SERIES	ACTION TAKEN
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1.	<p>"Abused and Neglected Child Reporting Act", Indicated Reports and Investigation/Services Case Files (Hard Copy, Computer Tapes, and Microforms)</p> <p>Dates: 1964 - Volume: 242 Cu. Ft. Annual Accumulation: 14 Cu. Ft. Arrangement: Chronological by year, alphabetical by topic</p> <p>This record series consists of case files of investigations, official Department protective services performed, and reports of suggested child abuse and neglect received or generated by the agency pursuant to <u>Ill. Rev. Stat. 1989</u>, ch. 23, par. 2051 et seq.).</p> <p>Each case file contains the forms received or generated by agency staff to indicate the date and relevant facts surrounding the reported incidents of suspected child abuse and neglect (i.e. forms for 800 line phone reports, teletype reports, etc.), as well as all related investigation and general status reports of case dispositions, including pertinent correspondence. In addition, the record series includes the document, CANTS-2 (Child Abuse and Neglect Tracking System), which summarizes the following codes based on the severity of the violation (<u>Ill. Adm. Code 1990</u>, vol. III, title 89, sec. 431.3): Code 1 CANTS2 for violations involving death of child or sexual penetration; Code 2 CANTS2 for violations involving serious physical injury, sexual molestation or exploitation; and Code 3 CANTS2 for violations not classified in Codes 1 and 2 CANTS2.</p>	
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**APPLICATION FOR AUTHORITY TO
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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>As defined in paragraph 2053 of the above cited statute, "Abused and Neglected Child Reporting Act", a report of suspected child abuse or neglect may be classified as "unfounded", "indicated", and "undetermined". This record series is limited to those cases in which the reports are officially categorized as "indicated" resulting from the presence of sufficient credible evidence to support the reported allegations.</p> <p>Limitations on public access to these files may be imposed under authority of <u>Ill. Rev. Stat. 1989</u>, ch. 23, par. 2061 and 2061.1. Statistical data are extracted from the record series, however, for continuous maintenance by the agency on computer tape in conformance with statutory powers and duties prescribed under paragraph 2057.7 of the statute. The provisions of paragraph 2057.14 of the statute constitute the primary basis for the proposed disposition of these files.</p> <p><u>This record series is written to supersede item 1 of Application 82-51M/E in order to reflect recent changes of administrative rules and to alter the retention period from five (5) years following closure of case to the retention periods in the below recommendation per each category of child abuse and neglect allegation or finding.</u></p> <p>Recommendation: Microfilm as generated or received or enter all relevant record series data in the agency's computer system for computer output microfilming, then dispose of original paper. Retain the record series microforms as follows:</p> <p>A) For files containing Code 1 of CANTS2 documents involving allegations resulting in death to child or sexual penetration, retain agency use microforms in office for fifty (50) years after report was found as "indicated", then dispose of by shredding providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer security record series microforms (reel film only) to the State Records Center for fifty (50) years, then dispose of.</p>	<p>deferred 11/20/91</p> <p><i>Disposition Approved</i></p>

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ITEM NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

B) For files containing Code 2 of CANTS2 documents involving allegations of sexual molestation or sexual exploitation of child, retain agency use microforms in office for twenty (20) years, then dispose of by shredding providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer security record series microforms (reel film only) to the State Records Center for twenty (20) years, then dispose of.

The following report categories shall be retained for twenty (20) years: 2/52 Brain Damage/Skull Fracture, 3153 Subdural Hematoma, and 4/54 Internal Injuries. Other numerical categories are 5/55, 7/57, 9/59, 16, 18, 20, 21, 81, 83, 85. Code 2 of CANTS2 may also include 6/56, 9/59, 11/61, 12/62, 13/63, 14, 15/65, 75, and 79.

C) For files containing Code 3 of CANTS2 documents which are not categorized in Codes 1 or 2, retain agency use microforms in office for five (5) years, then dispose of by shredding providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated. Transfer security record series microforms (reel film only) to the State Records Center for five (5) years, then dispose of.

The following report categories shall be retained for five (5) years: 17/67 mental injury, 22 substantial risk or physical injury, and 74 inadequate supervision. Other numerical categories are 76, 77, 78, 82 and 84.

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>All computer tape statistical data compiled from this record series are to be maintained in office until the expiration of administrative value, then transfer to the State Archives for permanent retention (in hard copy computer printout format only).</p>	