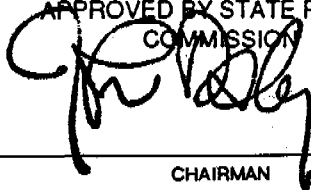



APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY Department of Children and Family Services	APPROVED BY STATE RECORDS COMMISSION  CHAIRMAN E. Duane Elbert, Jr. SECRETARY AUG 19 1992 DATE
DIVISION Program Operations	
SUBDIVISION Regional and Field Offices	
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.	
 HEAD OF AGENCY	7-20-92 DATE

ITEM NO.	DESCRIPTION OF RECORD SERIES	ACTION TAKEN
1.	<p>Adoption Case Records (Originals and Duplicates)</p> <p>Dates: 1953 - Volume: 600 Cu. Ft. Annual Accumulation: 50 Cu. Ft. Arrangement: Chronological by year, Alphabetical by name</p> <p>File series contents include parent home studies, financial records if the adoption is subsidized, biological data on natural parents, background checks of prospective parents, medical information pertaining to 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 per <u>Ill. Rev. Stat. 1989, ch. 23, par. 2225.</u></p> <p><u>This application is written to supersede Application 89-66 in order to extend the retention period of the record series in the State Records Center from January 1, 1995 to January 1, 2000.</u></p>	

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 92-52
PAGE 2 OF 2 PAGES.

RM 8 82-7a

NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Recommendation: Upon the date of the files' closure, dispose of ephemeral and/or non-record materials, contained within the files, then transfer the case file materials listed below under categories (1) through (5) to the State Records Center and retain the original paper in the State Records Center until microfilmed or until the lapse of calendar year 1999, whichever occurs first.

*Disposition
Approved*

Upon the lapse of calendar year 1999, all original paper remaining in the State Records Center is to be retrieved by the agency. The agency is to continue to retain the hard copy in its offices until the microfilming of the following categories (1) thru (5):

- (1) Complete family and/or child's demographic information posted to the date of the file closing;
- (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;
- (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; every effort will be made to compile and incorporate within the files pertinent prenatal, natal and biological parents' medical history and genealogical records;
- (4) medical and dental history data, including psychological or surgical consent documents; and
- (5) student transcripts and/or related items.

After the above adoption case records have been microfilmed, then dispose of the original paper. Retain the agency use microforms in the office permanently and transfer a security copy (reel film only) to the State Archives for permanent retention.