
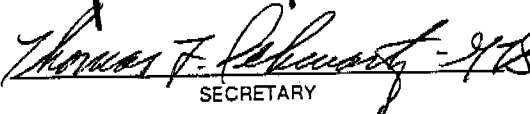
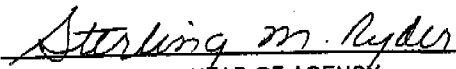


GEORGE H. RYAN  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. **93-61**  
PAGE **1** OF **2** PAGES

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

AGENCY Department of Children & Family Services	APPROVED BY STATE RECORDS COMMISSION
DIVISION Personnel	 CHAIRMAN
SUBDIVISION All Divisions	 SECRETARY
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.	NOV 17 1993 DATE
 HEAD OF AGENCY	10/15/93 DATE

ITEM NO.	DESCRIPTION OF RECORD SERIES	ACTION TAKEN
1.	<p>Daily Staff Attendance Reports (Originals)</p> <p>Dates: 1989 - Volume: 147 Cu. Ft. Annual Accumulation: 42 Cu. Ft. Arrangement: Chronological by fiscal year</p> <p>This record series consists of departmental-timekeeping reports which summarize employees' daily attendance with entries including: date; subunit; shift hours; employee name; type of time used (i.e., holiday/vacation); and signature of supervisor. The data are then entered into the Department of Mental Health and Developmental Disabilities' computer system for payroll processing. The Department of Mental Health and Developmental Disabilities is responsible for the agency's administrative timekeeping and maintains its on-line data continuously per DMHDD Application 84-40, item 300.</p> <p>Recommendation: Retain in office for three (3) 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>	<p>Disposition Approved</p>

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 93-61

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RM-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
2.	<p>Position Audit Request Files (Originals)</p> <p>Dates: 1986 - Volume: 3 1/2 Cu. Ft. Annual Accumulation: 1/2 Cu. Ft. Arrangement: Alphabetical by employee</p> <p>This record series consists of documentation retained on departmental employees requesting position audits including: position audit questionnaire, job description and recommendation, Civil Service appeals, and copies of related correspondence and supporting documentation (i.e., copies of clerical studies).</p> <p>Recommendation: Retain in office for five (5) years after the date of last action taken, than 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.</p>	<p><i>Disposition Approved</i></p>
3.	<p>Temporary Assignment Request/Approval Forms (Duplicates)</p> <p>Dates: 1990 - Volume: 3 Cu. Ft. Annual Accumulation: 1 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of copies of temporary assignment request and approval forms.</p> <p>Recommendation: Retain in office for three (3) years following termination of the respective temporary assignment, then dispose of providing no litigation is pending or anticipated.</p>	<p><i>Disposition Approved</i></p>