

GEORGE H. RYAN  
Secretary of State  
and  
State Archivist

STATE OF ILLINOIS  
STATE RECORDS COMMISSION

APPLICATION NO. 94-61  
PAGE 1 OF 3 PAGES

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

AGENCY Department of Children and Family Services	APPROVED BY STATE RECORDS COMMISSION
DIVISION Bureau of Quality Assurance	
SUBDIVISION Ombuds' Office	
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.	
<i>Jess McDonald</i> HEAD OF AGENCY	CHAIRMAN
<u>12/20/94</u> DATE	SECRETARY
	DATE

ITEM NO.	DESCRIPTION OF RECORD SERIES	ACTION TAKEN
1.	<p><b>"Ombuds'" Case Files</b></p> <p>Dates: 1990 - Volume: 36 Cu. Ft. Annual Accumulation: 9 Cu. Ft. Arrangement: Alphabetical</p> <p>This record series consists of administrative documentation of the DCFS Ombuds' office. The Ombuds' office was created to respond to inquiries, complaints and concerns which relate to DCFS and child welfare issues.</p> <p>File series contents include the Ombuds' office face sheets which indicate:</p> <ol style="list-style-type: none"><li>1) <u>Contact Source Type</u> - e.g., adoptive/prospective parent, biological/step parent, foster parent/prospective foster parent;</li><li>2) <u>Primary Agency Involved</u> - e.g., DCFS, private agency, other;</li><li>3) <u>Primary Issue</u> - e.g., abuse/neglect report, DCFS staff, payment/reimbursement; and</li><li>4) <u>File Background Data</u> - such as date, initiator, referral source, phone, address, case name, DCFS staff member.</li></ol>	

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 94-61

PAGE 2 OF 3 PAGES.

FORM NO. 100-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>The files also include all related correspondence and memoranda. Original case file documentation is maintained on a permanent basis by the department's involved regional offices.</p>	
	<p>Recommendation: Retain in the office for three (3) years following closure or settlement of the respective case(s), 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>	
2.	<p><b>"Ombuds'" Monthly Reports and Work Notes</b></p> <p>Dates: 1992 - Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of copies of the Ombuds' monthly report (and supporting documentation) detailing the divisions' activities and operations. The original is maintained by the Office of the Director.</p> <p>Recommendation: Retain in the office for three (3) years, then dispose of.</p>	
3.	<p><b>"Family Reunification" Fund Files</b></p> <p>Dates: 1984 - Volume: 1 1/2 Cu. Ft. Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of documentation of the administration of a non-appropriated fund donated from private sources to aid in "reunification" of displaced families (i.e., deposits on apartments, utility payments).</p> <p>File series contents include: application requests for funding, signed approval forms and related correspondence. Original documentation is maintained by the DCFS Office of Purchase Service for a period of eight (8) years per Application 83-70, item 1.</p>	

APPLICATION FOR AUTHORITY TO  
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 94-61

PAGE 3 OF 3 PAGES.

RM M RM-7a

EM NO.

DESCRIPTION OF ITEMS OR RECORD SERIES

ACTION TAKEN

Recommendation: Retain in the 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.