

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 95-101
PAGE 1 OF 2 PAGES

STATE OF ILLINOIS
STATE RECORDS COMMISSION

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2847

AGENCY

Department of Children & Family Services

DIVISION

Director's Office

SUBDIVISION

APPROVED BY THE STATE RECORDS
COMMISSION


CHAIRMAN

PURSUANT TO THE PROVISIONS OF THE "STATE RECORDS ACT" (5 ILCS 160/1 ET SEQ.), I HEREBY REQUEST AUTHORITY TO DISPOSE OF STATE GOVERNMENT RECORDS ACCORDING TO THE SCHEDULE WHICH FOLLOWS. I CERTIFY THAT THOSE RECORDS TO BE DISPOSED OF WILL NOT BE NEEDED IN THE TRANSACTION OF CURRENT BUSINESS NOR WILL THEY BE 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.


SECRETARY

MAR 20 1996

DATE


SIGNATURE OF AGENCY HEAD

2/22/96
DATE

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- THE INDIVIDUAL RETENTION PERIOD IS COMPLETE;
- ALL AUDITS HAVE BEEN COMPLETED UNDER THE SUPERVISION OF THE AUDITOR GENERAL AND NO LITIGATION IS PENDING OR ANTICIPATED;
- THE ITEMS ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE STATE RECORDS COMMISSION 30 DAYS PRIOR TO DISPOSAL.

CERTAIN RECORDS, AS STIPULATED ON THIS APPLICATION, MAY BE MICROFILMED AND THE ORIGINAL HARDCOPY RECORD DISPOSED OF IF THE RECORD IS MICROFILMED IN ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION RULES AND IF THE FILM IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD. DISPOSAL OF RECORDS AFTER MICROFILMING MUST BE NOTED ON A RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

(CONTINUATION SHEET)

APPLICATION NO. 95-101

PAGE 2 OF 2 PAGES.

RM 66 RM-7a

NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Administrative and General Correspondence with Supporting Documents and Memoranda</p> <p>Dates: 1974 - Volume: 200 Cu. Ft. Annual Accumulation: 40 Cu. Ft. Arrangement: Chronological by year, Alphabetical by topic</p> <p>This record series consists of incoming and outgoing correspondence exchanged between the agency's Director's Office and other offices of the department, federal/state office, and interested groups/individuals external to the agency. Files also include initial drafts, memos, and working papers.</p> <p><u>This application supersedes item 1 of Application 84-34 in order to provide for temporary storage of the record series at the State Records Center prior to accessioning by the Illinois State Archives and to create a retention schedule solely for the Director's Office pertinent to administrative correspondence. (No other change in the record series retention period is proposed.)</u></p> <p>Recommendation: Retain three (3) years in the office, then transfer to the State Records Center for seven (7) years, then transfer to the Illinois State Archives. Archives staff is to review all accumulations transferred accordingly and dispose of all extraneous materials under authority of this record disposition application (if approved). All accumulations of the record series which remain after such Archives staff reviews and disposals are to be transferred to the Illinois State Archives for permanent retention.</p>	<p>Disposition Approved</p>