
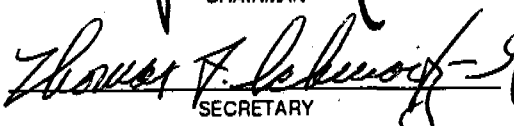



APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY Department of Children & Family Services	APPROVED BY STATE RECORDS COMMISSION
DIVISION Interstate Compact	 CHAIRMAN
SUBDIVISION	 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.	
 HEAD OF AGENCY	1/22/96 DATE

ITEM NO.	DESCRIPTION OF RECORD SERIES	ACTION TAKEN
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1.	Interstate and Intercountry Child Placement Case Files	
	<p>Dates: 1978 - Volume: 255 Cu. Ft. Annual Accumulation: 15 Cu. Ft. Arrangement: Alphabetical and Chronological</p>	
	<p>This file series includes records related to the placement of Illinois children in another state or the placement of children from other states or other countries in Illinois. The types of child care settings in which the placements are made include foster family care, group home care, residential treatment center, institutional care, adoption, or placement with relatives. Interstate placements are administered under the statutory provisions of 45 ILCS 15/0.01. et seq. Intercountry placements are administered under the provisions of 225 ILCS 10/16. et seq.</p>	
	<p>The intercountry child placement case files include: anecdotal case notes; cover sheets; copies and/or facsimiles of birth certificates, registries, and other protocol; Adoption Home Studies; various legal documents (domestic and foreign); EDP activity and message reports; case administration summary cards; and related correspondence.</p>	

**APPLICATION FOR AUTHORITY TO
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(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p>The content of the interstate child placement case files can be categorized into three major groupings, which are:</p> <ul style="list-style-type: none"> (a) legal documents; (b) medical history documentation of the client child and/or the biological parents; and (c) casework documentation. <p>Types of records under category (a) include: <u>Mother's Affidavit(s) Regarding Putative Father</u>; court orders; judgements; <u>Final and Irrevocable Surrender(s) for Purposes of Adoption</u>; <u>Surrender(s) of Unborn Child for Purposes of Adoption</u>; and Adoption Registry acknowledgment forms (i.e., sign-off forms for birth parents acknowledging that they were made aware of the availability of the Department of Public Health's Adoption Information Registry).</p> <p>Category (b) records include: narrative birth and medical/genetic histories of biological parents (with the inclusion of much social background documentation as relevant); <u>Obstetric History(s) & Physical Examination Record(s)</u> of birth mothers; <u>Physicians' Order Sheets</u>; <u>Labor and Delivery Summaries</u>; lab test reports; <u>Initial Newborn Profile(s)</u>; <u>Admissions Nursery Flow Sheets</u>; <u>Newborn Nursery Nursing Physical Assessment(s)</u>; and <u>Mother Baby Discharge Teaching Record(s)</u>.</p> <p>The casework documents grouped under category (c) are: <u>Interstate Compact Placement Request(s)</u>; <u>Interstate Compact Report on Child's Placement Status</u>; written responses to requests to view records; <u>Authorization(s) for Release of Confidential Information</u>; <u>Home Study Narrative(s)</u>; marriage records; case workers' progress notes; case administration summary cards; and pertinent correspondence/memoranda.</p> <p>Public Act 83-1408 stipulates a minimum retention period of ninety-nine (99) years for the adoption case files contained within this file series. The State Records Commission is also advised that public access to the series is restricted in accordance with provisions of 20 ILCS 505/35.1 and 750 ILCS 50/18. Furthermore, the content of the case files <u>not</u> pertinent to adoptions is limited primarily to casework documentation and related correspondence as opposed to the adoption case files, which contain far more extensive medical and legal casework documentation. (Closure for the adoption case files is determined by the completion of all adoption proceedings. Closure for all other cases is determined by the termination of the documented child care placement.)</p>	

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RM M RM-7a

ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
	<p><u>Application 82-41, item 1, is superseded to reduce the retention period of the closed adoption case files to ninety-nine (99) years from permanent and to provide for the incorporation of the case administration summary cards in the corresponding case files upon file closure. (No other revision of the disposition approved for the series under Application 82-41, item 1, is proposed.)</u></p> <p>Recommendation: Retain the adoption case files in office for one (1) year following the completion of all adoption proceedings, then transfer to the State Records Center for ninety-eight years retention, 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. Retain all other case files (other than adoption) in office for one (1) year following closure 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>	<p><i>Disposition Approved</i></p>