

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 95-99

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STATE OF ILLINOIS
STATE RECORDS COMMISSION

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Department of Children & Family Services

DIVISION

Financial Management

SUBDIVISION

Office of Collections

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.

APPROVED BY THE STATE RECORDS
COMMISSION


CHAIRMAN


SECRETARY

FEB 21 1996

DATE


SIGNATURE OF AGENCY HEAD

1/4/96
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.

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DISPOSE OF STATE RECORDS**

(CONTINUATION SHEET)

APPLICATION NO. 95-99

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>Parental/Guardianship Financial Liability for Child Care Determination and Collection Case Files</p> <p>Dates: 1984 - Volume: 52 1/2 Cu. Ft. Annual Accumulation: 4 1/4 Cu. Ft. Arrangement: Chronological by month</p> <p>This record series contains <u>Care and Maintenance Determination of Parents' Liability Form(s)</u> which detail monthly billings to parents or guardians of the estates of children for the amounts of determined liability for collections. The form is also utilized by the agency to establish, revise, or stop a charge for child care. Record series data include parent's or guardian's name and address, income level of parents or guardians, number of people in family, assessment files, name of child, costs for child care, revision information for child, reinstatement data, and stop charge information.</p> <p>The series also contains hardcopy <u>Parental Determination Hearing Opinion(s) and Recommendation(s) of the Hearing Officer</u> which is generated from administrative hearings held for the consideration of parental appeals of these documented determinations (ref. state records disposition Application 95-97, item 2). This reporting form contains three sections consisting of "Finding of Fact," "Conclusions of Law," and "Recommendations."</p> <p><u>Application 91-14, item 3, is superseded to reflect the incorporation of the Parental determination Hearing Opinion(s) and Recommendation(s) of the Hearing Officer in the file series.</u> (No revision of the previously approved disposition of the series is proposed.)</p> <p>Recommendation: Retain in office for twenty (20) years after closure of the respective account(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 align="center"><i>Disposition Approved</i></p>