



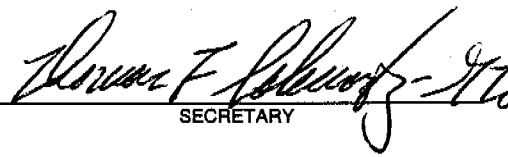
APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

APPLICATION NO. 96-34

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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 and Family Services	APPROVED BY THE STATE RECORDS COMMISSION
DIVISION Federal Financial Participation	 CHAIRMAN
SUBDIVISION Bureau of Program Support	
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.	
SIGNATURE OF AGENCY HEAD 	DATE <u>7/23/96</u>  SECRETARY <u>August 21, 1996</u> 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
(continued)

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ITEM NO.	DESCRIPTION OF ITEMS OR RECORD SERIES	ACTION TAKEN
1.	<p>"Home of Relative Initiative" Case Files (Discontinued)</p> <p>Dates: July 1, 1995 - June 30, 1996 Volume: 60 Cu. Ft. Annual Accumulation: -- Arrangement: Chronological/Alphabetical</p> <p>This series is principally comprised of Applications For AFDC Cash Assistance (DPA 2378D's) and supporting documents/correspondence. The application form was used in the administration of a one (1) year program known as the "Home of Relative Initiative" designed to bring about child care licensing and/or improved licensing standards compliance by homes of relatives of foster parents. The DPA 2378D's were also employed for identifying and substantially reducing instances of substandard child care settings. A third goal (and result) of the initiative was the reduction of financial costs incurred by the department in the administration of its child and family services and programs. (The essential data contained in the Applications For AFDC Cash Assistance - DPA 2378D's are also maintained within the Department of Public Aid AFDC Case Files scheduled for three years after the cancellation or closure of case per approved Application 92-40.)</p>	<p><i>Disposition Approved</i></p>
	<p>Recommendation: Transfer the accumulation to the State Records Center and retain until the lapse of ten (10) years from the date of the transfer, then dispose of (by shredding) providing all audits (federal and state) have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.</p>	