

APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS

Application No. 98-1  
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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

Contracts and Grants

SUBDIVISION

ACTION TAKEN BY  
THE  
STATE RECORDS  
COMMISSION

  
CHAIRMAN

  
SECRETARY

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.

Feb 18, 1998  
DATE

  
SIGNATURE OF AGENCY HEAD

1/9/98  
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 in a Records Disposal Certificate.

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

APPLICATION FOR AUTHORITY  
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(continued)

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Item No.

Record Series Title, Description and Recommendation

Action Taken

1. Service and Grant Program Contracts and Agreements with Supporting Documents

Dates: 1990 -  
Volume: 142 Cu. Ft.  
Annual Accumulation: 17 3/4 Cu. Ft.  
Arrangement: Chronological and Alphabetical by vendor

This record series contains agency copies of all contracts, leases, and agreements entered into by the department for various types of goods and services which include child care provided by private facilities or institutions, routine equipment/repair services, and contracts for professional and artistic services for consultant reviews and grant program implementation. Supporting documents also comprising the record series consist of contract cost reports, quarterly contract fund or obligation expenditure reports, copies of vouchers for contractual payments, bids (successful and rejected) or pertinent bid letting documents, addenda or amendments to contracts, various exhibits, and related correspondence. The contracts are subject to annual renewal.

Application 83-70, item 1, is superseded to extend the length of the retention period from eight (8) years to ten (10) years based on review recommendations by the agency's legal counsel in connection with ongoing litigation involving the use of the records.

Recommendation: Retain in office for two (2) years after expiration and/or renewal of the contract(s), then transfer to the State Records Center for eight (8) years, then dispose of 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.

**Disposition  
Approved**