

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 98-47
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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

Office of Employee Services

SUBDIVISION

Labor Relations, Personnel & Interviewing

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.

9/15/99
DATE


SIGNATURE OF AGENCY HEAD

8/17/99
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
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(continued)**

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Item No.

Record Series Title, Description and Recommendation

Action Taken

1. Employment Candidate Interview and Selection Files (Hired and Non-Hired)

Dates: 1993 -
Volume: 7 Cu. Ft.
Annual Accumulation: 1 1/4 Cu. Ft.
Arrangement: Chronological by year
Alphabetical

This record series consists of files which summarize the interview process for individuals seeking employment within the Department of Children and Family Services. Contents include CMS Employment Applications (CMS 100), position descriptions, class specifications, completed candidate evaluation forms for all candidates interviewed, copies of all referenced eligible lists (as applicable), internal bidder list (as applicable), Public Administration Intern Trainee Forms (as applicable), and reference check/background check information (as applicable).

The files are primarily related to positions covered by the Rutan decision, but non-Rutan positions are also documented within the record series. Also, much of the record series is copied to the corresponding personnel files compiled for the selected candidates. The Department of Central Management Services permanently maintains Master Personnel Files for employees under the code per Application 72-9M. Original Listings of Eligibles are maintained by the agency for sixteen (16) years per item 1 of Application 89-2. Original Abolished Job Descriptions are also maintained by the Department of Central Management Services for twelve (12) years per item 1 of Application 98-33 (if approved). A similar record series (Employment Candidate Interview and Selection Files) is maintained by the Department of Public Health for ten (10) years following the date the corresponding vacancy is filled per item 1 of Application 97-54.

Recommendation: Retain for three (3) years in office following the date the corresponding vacancy is filled, then transfer to the State Records Center for seven (7) years, then dispose of (by shredding) provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**Disposition
Approved
09/15/99**