

APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

Application No. 99-59
Page 1 of 2

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

Support Services

SUBDIVISION

Financial Management

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

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

CHAIRMAN

SECRETARY

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)

Application No. 99-59
Page 2 of 2

Item No.	Record Series Title, Description and Recommendation	Action Taken
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1. Closed Court of Claims Case Files (Duplicates)

Dates: 1989 -
Volume: 79 Cu. Ft.
Annual Accumulation: 8 Cu. Ft.
Arrangement: Chronological by docket number

These duplicate case files are established and maintained for claims initiated against the State of Illinois by vendors and injured parties, and involve the Department of Children & Family Services.

Case file contents include: agency copies of complaints; claim forms; completed questionnaires and statements related to the claim; court orders; voluntary agreements; sub-orders; copies of Attorney General's briefs; opinions; notices of hearings (and appeals); transcripts; general releases; final reports of claim disposition or settlement; and related correspondence.

In addition, select case files are generated under the authority of Title IV-E which provides for federal reimbursement of monies contingent upon the settlement of the case.

The original Court of Claims case records are retained permanently (on microfilm) per approved Application 83-71M.

This item supersedes State Records Application 82-26 to revise the record series recommendation to differentiate between the retention periods for Title IV-E Case Files and non-Title IV-E Case Files.

Recommendation: Retain non-Title IV-E Case Files in office for one (1) year after closure of case, then transfer to the State Records Center for two (2) years, then dispose of (by shredding) providing 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**

Retain Title IV-E Case Files in office for two (2) years after closure of case, then microfilm and dispose of the hardcopy documentation. Retain microfilm copies in office for forty-eight (48) 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.