

Vice Chancellor for Student Affairs
Early Childhood Center

This item 200.01 cancelled see 200.05

200.01 Children's Enrollment Files (Originals)

Dates: 1969 –
Volume: 80 Cu Ft.
Annual Accumulation: 2 Cu Ft.
Arrangement: Alphabetical

This record series consists of an application, birth certificate, enrollment form, health exam, handbook agreement form, I.D. card information, discipline guidelines, child pick-up release, consent to day care providers, screening permission/consent of treatment, photography/videotape agreement, medication consent, accident reports and field trip release.

Recommendation: Retain in office for five (5) years after the date of last attendance, then dispose of in a secure manner providing all audits have been completed providing no litigation is pending or anticipated.

Disposition Approved 05/19/10

200.02 Family Financial Files (Originals)

Dates: 1969 -
Volume: 80 Cu. Ft.
Annual Accumulation: 2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of billing charges (e.g. enrollment fees, meals) levied to the families whose children attend the Early Childhood Center. The families are segmented between subsidized and non-subsidized clients.

Recommendation: Retain in office for seven (7) years from date of last payment for subsidized clients and for six (6) years from date of last payment for non-subsidized clients, then dispose of in a secure manner providing audited and no litigation is pending or anticipated.

Disposition Approved as Amended 05/19/10

200.03 Child Care Certificate Report (Originals)

Dates: 1989 -
Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series is an internal report which consists of monthly billing information issued by the Illinois Department of Human Services (I.D.H.S). The reports show each child's attendance record which is a requirement to meet State eligibility for financial subsidies. The I.D.H.S. sends the form to each child care provider.

Recommendation: Retain in office for five (5) years, then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated or anticipated.

Disposition Approved 05/19/10

This item 200.04 cancelled see 200.06

200.04 Child and Adult Care Food Program (CACFP) Files (Originals)

Dates: 1989-
Volume: 2 Cu .Ft.
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of master rosters, record of meals, enrollment claims, parent sign-in/sign-out sheets, site visit reports, attendance records, heights and weights forms, income eligibility forms, and any other related documentation. The files are used to administer the USDA Food Program (CACFP)

Recommendation: Retain in office for four (4), then dispose of in a secure manner providing all audits have been completed and no litigation is pending or anticipated or anticipated.

Disposition Approved 05/19/10

200.05 Children's Enrollment Files (Originals)

Dates: 1969-
Volume: 80 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Alphabetical

This record series consists of an application, birth certificate, enrollment form, health exam, handbook agreement form, discipline guidelines, child pick-up release, consent to day care providers, screening permission, photography/videotape agreement, medication consents, accident reports and field trip release, lead assessment, DCFS 581 licensing summary handbook agreement, emergency forms, late pickup, sunscreen consent and any other related documentation.

This item supersedes item 200.01 of this application in order to revise the record series description and provide for media neutral disposition of the records in the recommendation.

Recommendation: Retain in office for five (5) years after the date of last attendance, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/19/15

200.06 Child and Adult Care Food Program (CACFP) Files (Originals)

Dates: 1989-
Volume: 2 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Alphabetical

This record series consists of master rosters, record of meals, enrollment claims, classroom sign-in/sign-out sheets, site visit reports, attendance records, income eligibility forms, and any other related documentation. The files are used to administer the USDA Food Program (CACFP).

This item supersedes item 200.04 of this application in order to revise the record series description and provide for media neutral disposition of the records in the recommendation.

Recommendation: Retain in office for four (4) years after the date of last enrollment, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition Approved 08/19/15