APPLICATION FOR AUTHORITY
TO DISPOSE OF STATE RECORDS

STATE OF ILLINOIS
STATE RECORDS COMMISSION

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY
Governors State University

DIVISION
V.P. for Academic Affairs

SUBDIVISION
College of Education/Family Development Center

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 or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

Elaine J. Mamro 11/20/17

SIGNATURE OF AGENCY HEAD DATE

ACTION TAKEN BY
THE
STATE RECORDS
COMMISSION

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 or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. Disposal of records after microfilming or digitizing must be noted on a Records Disposal Certificate.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.
COLLEGE OF EDUCATION
Family Development Center

130.30 Family Development Center Children's Student Files

Dates: August 2003-
Volume: 35 cubic Feet
Annual Accumulation: 12 Cubic Feet
Arrangement: Chronological/Alphabetical

This record series consists of children's student files maintained by the Family Development Center (FDC). The FDC is part of the College of Education at Governors State University and was designed by educators to serve the educational needs of preschool and Pre-Kindergarten children. The FDC's child care, preschool and home visiting programs model the best practices in Early Childhood Education and draw extensively on the expertise of university faculty and staff in Early Childhood Education, Nursing, Communications Disorders (speech and hearing), Psychology and Counseling. University students in these programs are active participants in the FDC. The FDC receives grant funding for the program from the Administration for Children and Families.

These student files generally include, but are not limited to:

(1) The FDC Child Registration/Application form which contains the student's name/nickname, birthdate, sex, address; mother's/father's/guardian's names, addresses, home/pager/cell phone numbers, place of employment/school, employment/school address, work phone number, work hours, and email address; marital status of parents/guardians; custody/visiting arrangements (if any); primary language (if other than English); primary nighttime residence of child(ren); contact information of persons allowed to pick up child(ren) on a regular or occasional basis; emergency contact information; parent/guardian signature and date; enrollment/discharge date and hours of care needed; ethnicity/race; doctors/certified/licensed practitioner’s name, phone, and address; and parental permission for on-campus trips, student observation, and/or first aid;

(2) Copy of birth certificate;

(3) Copies of immunization and medical records; and

(4) School/bus schedules.

Recommendation: Retain for seven (7) years after date of last attendance then delete from system or destroy in a secure manner provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

Disposition approved 12/17/14