

## Request for Records Disposition Authority

Records Schedule Number           DAA-0292-2013-0002

Schedule Status                     Approved

  

Agency or Establishment           Administration for Children and Families

Record Group / Scheduling Group   Records of the Administration for Children and Families

Records Schedule applies to       Major Subdivision

Major Subdivision                  Office of Head Start

Schedule Subject                    Head Start Files, 1980 to present

Internal agency concurrences will be provided   No

Background Information            These records continue to document the foundation, mission, initiatives and basic principles on which Head Start is built (the program was called Project Head Start 1964-1969) In 1969, Project Head Start was moved over from OEO to the Office of Child Development under the Department of Health, Education and Welfare (HEW) The early Project Head Start/Head Start records are related to others that are available in Office of Economic Opportunity Records RG 381 When HEW became Health and Human Services in 1980, the program was added within the Administration of Children and Families where it remains today The administrative office in Washington, DC was named the Head Start Bureau until 2006 when it became the Office of Head Start In 1994, Early Head Start (infants-birth the three and including pregnant mothers) was included as part of the program

### Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	4	0	0

### GAO Approval

## Outline of Records Schedule Items for DAA-0292-2013-0002

Sequence Number	
1	High-Level Correspondence of Head Start Disposition Authority Number DAA-0292-2013-0002-0001
2	Policy Records Disposition Authority Number DAA-0292-2013-0002-0002
3	Research Records Disposition Authority Number DAA-0292-2013-0002-0003
4	Anniversary Celebrations Disposition Authority Number DAA-0292-2013-0002-0004

## Records Schedule Items

Sequence Number											
1	<p><b>High-Level Correspondence of Head Start</b></p> <p>Disposition Authority Number      <b>DAA-0292-2013-0002-0001</b></p> <p><b>Records include</b> incoming and outgoing correspondence, research reports, memorandums and substantive background materials that document high-level policy decisions and promotion of Head Start High-level officials include titles such as <b>Directors, Deputies, Assistant Secretaries, and Chiefs of Head Start</b></p> <p>Final Disposition                      <b>Permanent</b></p> <p>Item Status                              <b>Active</b></p> <p>Is this item media neutral?          <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?      <b>Yes</b></p> <p>Do any of the records covered by this item exist as structured electronic data?                      <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>Cutoff Instruction                      <b>Cutoff at the end of FY</b></p> <p>Transfer to Inactive Storage          <b>Transfer paper records to FRC 5 years after cutoff</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer paper records to NARA 15 years after cutoff</b> <b>Transfer electronic records to NARA 5 years after cutoff</b></p> <p><b>Additional Information</b></p> <p>What will be the date span of the initial transfer of records to the National Archives?      <b>From 1980 To 1998</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown</b> <b>As required</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td><b>Electronic/Digital</b></td> <td></td> <td></td> </tr> <tr> <td><b>Paper</b></td> <td><b>60 Cubic feet</b></td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	<b>Electronic/Digital</b>			<b>Paper</b>	<b>60 Cubic feet</b>	
	Estimated Current Volume	Annual Accumulation									
<b>Electronic/Digital</b>											
<b>Paper</b>	<b>60 Cubic feet</b>										

Microform		
Hardcopy or Analog Special Media		

2

**Policy Records**

Disposition Authority Number **DAA-0292-2013-0002-0002**

These records contain the system of laws, regulatory measures, courses of action, and funding priorities, initiated and enacted, by and for Head Start Records include legislations, amendments, performance standards and publications that reflect policy follow-through (the "Rainbow Series"), Information Memorandum (IMs), Program Instruction (PIs), meetings, conferences, and training guides that give direct instruction to staff regionally and nationwide Specialized groups that are a result of legislation and policy, such as Early Head Start, Regions I-X, Migrant Seasonal (Region XII), Tribal Sovereignty (Region XI), and the Fellowships program produce high level publications, meetings, conferences, and trainings that are Federally directed, but regionally produced to suit the needs of the specific population Federal and non-Federal partnerships complement the work of Head Start mission and dedication to early education The Federal partnerships are agency-based and include records that document the projects that enhanced initiatives and operations relate to Head Start, past and present Non-Federal partnership records also document the projects and are unique examples of successful partnerships with a Federal agency Records include marketing materials, publications, reports, meeting and conference support for such subjects as literacy, math/science, fatherhood, health, family development Agencies include NIH, NASA, HRSA, SAMHSA, IAB Non-Federal partners include NAEYC, Red Cross, Girl Scouts USA, WGBH (Our Stories Keep us Together), literacy projects with PBS/Sesame Street/Children's Television Workshop/Mr Rogers, Read, Write, Now, Chase Manhattan Book Project

Final Disposition **Permanent**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

Disposition Instruction



Do any of the records covered by this item exist as structured electronic data?

No

**Disposition Instruction**

Cutoff Instruction

Cutoff upon completion of final report or termination of research

Transfer to Inactive Storage

Transfer paper records to FRC 5 years after cutoff

Transfer to the National Archives for Accessioning

Transfer paper records to NARA 15 years after cutoff  
Transfer electronic records to NARA 5 years after cutoff

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?

Unknown  
1980 - 1998

How frequently will your agency transfer these records to the National Archives?

Unknown  
As required

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	7 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

4

**Anniversary Celebrations**

Disposition Authority Number **DAA-0292-2013-0002-0004**

These records celebrate the history of Head Start at notable years 25th, 30th, 35th, 40th, 45th, and beyond (early anniversary records, such as 1st, 10th, and 20th are scheduled under DAA-0292-2013-0001-0004) Records include celebrations and recognitions, letters of recognition from US Presidents, formal and informal marketing materials, invitations, and press kits

Final Disposition

Permanent

Item Status

Active

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **No**

**Disposition Instruction**

Cutoff Instruction **Cutoff at end of FY when created or received**

Transfer to Inactive Storage **Transfer paper records to a FRC 5 years after cutoff**

Transfer to the National Archives for Accessioning **Transfer paper records to NARA 15 years after cutoff  
Transfer electronic records to NARA 5 years after cutoff**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **Unknown  
1980 - 1998**

How frequently will your agency transfer these records to the National Archives? **Unknown  
As required**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper	1 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
07/10/2013	Certify	Roydon Pratt	Facilities Management Team Leader	OA - IO
10/17/2013	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
10/18/2013	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
10/18/2013	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/22/2013	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist