



Using Retention Schedules: How Long Do Head Start Records Need to Be Kept?

Purpose: Provide guidance to schools on the retention of Head Start program records.

Most Head Start records fall into two categories within the *Public Schools (K-12) Records Retention Schedule*:

Head Start Student Records	Program Administration Records
Use the same records series in the <i>Public Schools (K-12) Records Retention Schedule</i> that would be used for any other student.	<i>Administration of Federal and State Categorical Grants Programs (DAN SD51-06A-02)</i> - Until completion of State Auditor's examination report and for period required by grant or program (Non-Archival).

The *Public Schools (K-12) Records Retention Schedule* is available on the Washington State Archives' website.

Additional advice regarding the management of public records is available from
Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov