



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

Use the same records series in the *Public Schools (K-12) Records Retention Schedule* that would be used for any other student.

Program Administration Records

Administration of Federal and State Categorical Grants Programs (DAN SD51-06A-02) - 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