

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Part: 1303 Financial and Administrative Requirements**

**Subpart: C-Protections for the Privacy of Child Records**

**Section: 1303.24 Maintaining Records**

**Subject: Retention and Disposal of Records**

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**Policy:**

All Head Start files will be stored for a period of five years in a secure and confidential manner. After five years the paper will be disposed of in the proper manner.

**Procedure:**

1. Head Start Education and Family files will be stored for a period of five years.
2. Children's files from the prior year's program should remain accessible in the office but may be placed in manila folders.
3. If a child has transitioned into kindergarten, or has dropped from the program, these files will be removed from the current folders and placed into manila folders provided, labeled, and stored.
4. Each manila folder will be labeled with the child's name for easier identification.
5. Two-year prior records will be removed from their current files and placed into manila folders provided, labeled, and stored in an airtight, waterproof container that has the year of files contained posted on the outside of the container. The files will be properly stored for a period of three (3) **more** years.
6. All children and family files over five years old should be removed from their current folders and the papers will be sent to the Bonifay office for shredding and disposal.
7. No files will be disposed of through a regular trash removal system.
8. File folders will be reused after all contents are placed into manila folders provided. All files should rotate through this process and provide file folders for the upcoming year.