

## Request for Records Disposition Authority

Records Schedule Number           DAA-0292-2013-0001  
 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                  Project Head Start/Head Start Files, 1964-1979  
 Internal agency concurrences will be provided   No

Background Information           These records document the foundation, mission, initiatives and basic principles on which Head Start is built (the program was called Project Head Start 1964-1969) Former high-level Federal employees preserved Head Start records recognizing the relevance of the program for the history of the country, not only as a thriving sole-sustainer of LBJ's War on Poverty, but also as an example of the importance of a complete Early Childhood Education model of success. In 1969, Project Head Start was moved over from the Office of Economic Opportunity (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 changed their name to Department of Health and Human Services (HHS) in 1980, the program was added within the Administration of Children and Families (ACF) where it remains today.

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of Total Disposition Items | Number of Permanent Disposition Items | Number of Temporary Disposition Items | Number of Withdrawn Disposition Items |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-0292-2013-0001

| Sequence Number |  |
|-----------------|--|
| 1               | Office of Head Start Records 1964 - 1979   |
| 1 1             | High-Level Correspondence of the Founders of Project Head Start/Head Start<br>Disposition Authority Number DAA-0292-2013-0001-0001 |
| 1 2             | Policy Records<br>Disposition Authority Number DAA-0292-2013-0001-0002   |
| 1 3             | Research Records<br>Disposition Authority Number DAA-0292-2013-0001-0003   |
| 1 4             | Anniversary Celebrations<br>Disposition Authority Number DAA-0292-2013-0001-0004   |

Records Schedule Items

| Sequence Number           |   |                     |  |                          |                     |                           |  |  |              |                      |  |
|---------------------------|---|---------------------|--|--------------------------|---------------------|---------------------------|--|--|--------------|----------------------|--|
| 1                         | <p><b>Office of Head Start Records 1964 - 1979</b><br/>Records include incoming and outgoing correspondence, research reports, memorandums and substantive background materials that document high-level policy decisions and promotion of Project Head Start. High-level officials include titles such as Directors, Deputies, Assistant Secretaries, and Chiefs of Project Head Start</p>   |                     |  |                          |                     |                           |  |  |              |                      |  |
| 1 1                       | <p><b>High-Level Correspondence of the Founders of Project Head Start/Head Start</b><br/>Disposition Authority Number      <b>DAA-0292-2013-0001-0001</b></p> <p>Records include incoming and outgoing correspondence, research reports, memorandums and substantive background materials that document high-level policy decisions and promotion of Project Head Start. High-level officials include titles such as Directors, Deputies, Assistant Secretaries, and Chiefs of Project Head Start</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>No</b></p> <p><b>Disposition Instruction</b></p> <p>Transfer to the National Archives for Accessioning      <b>Transfer to the National Archives immediately after approval of the schedule</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 1964 To 1979</b></p> <p>How frequently will your agency transfer these records to the National Archives?      <b>Unknown<br/>As discovered</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 30%;">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>11 Cubic feet</b></td> <td></td> </tr> </tbody> </table> |                     |  | Estimated Current Volume | Annual Accumulation | <b>Electronic/Digital</b> |  |  | <b>Paper</b> | <b>11 Cubic feet</b> |  |
|                           | Estimated Current Volume  | Annual Accumulation |  |                          |                     |                           |  |  |              |                      |  |
| <b>Electronic/Digital</b> |   |                     |  |                          |                     |                           |  |  |              |                      |  |
| <b>Paper</b>              | <b>11 Cubic feet</b>  |                     |  |                          |                     |                           |  |  |              |                      |  |

|                                  |  |  |
|----------------------------------|--|--|
| Microform                        |  |  |
| Hardcopy or Analog Special Media |  |  |

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**Policy Records**

Disposition Authority Number **DAA-0292-2013-0001-0002**

These records contain the system of laws, regulatory measures, courses of action, and funding priorities, initiated and enacted, by and for Head Start 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 legislation, amendments, performance standards and publications that reflect policy follow-through (the "Rainbow Series"), A Manual of Policies and Instructions (1967), 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. Records include marketing materials, publications, reports, meeting and conference support for such subjects as literacy, fatherhood, health, family development. Agencies include OEO, OCD, HEW, IAB. Non-Federal partners include WGBH (Our Stories Keep us Together), literacy projects with PBS/Sesame Street/Children's Television Workshop/Mr. Rogers.

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? **No**

**Disposition Instruction**

Transfer to the National Archives for Accessioning **Transfer to the National Archives immediately after approval of this schedule**

**Additional Information**

First year of records accumulation **1964**  
 End year of records accumulation **1979**  
 What will be the date span of the initial transfer of records to the National Archives? **From 1964 To 1979**  
 How frequently will your agency transfer these records to the National Archives? **Unknown  
As discovered**

|   | Estimated Current Volume | Annual Accumulation |
|---|--------------------------|---------------------|
| <b>Electronic/Digital</b>               |                          |                     |
| <b>Paper</b>                            | <b>3 Cubic feet</b>      |                     |
| <b>Microform</b>                        |                          |                     |
| <b>Hardcopy or Analog Special Media</b> |                          |                     |

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**Research Records**

Disposition Authority Number **DAA-0292-2013-0001-0003**

Through data, reports, analysis, and monitoring, these records maintain the findings of Head Start-related research or systematic investigations. This research covers the core of Head Start subjects such as progress reports in early childhood development, health, fatherhood, and family involvement. Records include Success Stories Reports to Congress dating back to 1966, Head Start Impact Study, Outcomes studies, and various surveys.

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? **No**

**Disposition Instruction**

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**Additional Information**

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

|   | Estimated Current Volume | Annual Accumulation |
|---|--------------------------|---------------------|
| <b>Electronic/Digital</b>               |                          |                     |
| <b>Paper</b>                            | <b>3 Cubic feet</b>      |                     |
| <b>Microform</b>                        |                          |                     |
| <b>Hardcopy or Analog Special Media</b> |                          |                     |

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**Anniversary Celebrations**

Disposition Authority Number **DAA-0292-2013-0001-0004**

These records celebrate the history of Head Start at notable years 1st, 10th, 20th Records include celebrations and recognitions, Pancho "Head Start Child of the Year," 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? **No**

**Disposition Instruction**

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**Additional Information**

What will be the date span of the initial transfer of records to the National Archives? **From 1964 To 1979**

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

|                                  | 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  |
| 08/27/2013 | Submit for Concurrence | Valerie Terray   | Archives Specialist                           | National Archives and Records Administration - Records Management Services         |
| 08/28/2013 | Concur                 | Margaret Hawkins | Director of Records Management Services       | National Records Management Program - Records Management Services                  |
| 08/28/2013 | Concur                 | Laurence Brewer  | Director, National Records Management Program | National Archives and Records Administration - National Records Management Program |
| 09/03/2013 | Approve                | David Ferriero   | Archivist of the United States                | Office of the Archivist - Office of the Archivist                                  |