

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Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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 Disposition Authority Number DAA-0292-2013-0001-0001
1 2	Policy Records Disposition Authority Number DAA-0292-2013-0001-0002
1 3	Research Records Disposition Authority Number DAA-0292-2013-0001-0003
1 4	Anniversary Celebrations Disposition Authority Number DAA-0292-2013-0001-0004

Records Schedule Items

Sequence Number										
1	<p>Office of Head Start Records 1964 - 1979</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>									
1 1	<p>High-Level Correspondence of the Founders of Project Head Start/Head Start</p> <p>Disposition Authority Number DAA-0292-2013-0001-0001</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 Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives immediately after approval of the schedule</p> <p>Additional Information</p> <p>What will be the date span of the initial transfer of records to the National Archives? From 1964 To 1979</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown As discovered</p> <table border="1"> <thead> <tr> <th></th> <th>Estimated Current Volume</th> <th>Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>11 Cubic feet</td> <td></td> </tr> </tbody> </table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	11 Cubic feet	
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Electronic/Digital										
Paper	11 Cubic feet									

Microform		
Hardcopy or Analog Special Media		

1 2

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
Electronic/Digital		
Paper	3 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1 3

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
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Electronic/Digital		
Paper	3 Cubic feet	
Microform		
Hardcopy or Analog Special Media		

1 4

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

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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