

OFFICE OF THE CHANCELLOR

HEAD START PROGRAM

460.01 Administrative Correspondence and Reference Files

Dates: 1970 -
Volume: 5 Cubic Feet / 3 MB
Annual Accumulation: 1 Cubic Feet / Negligible
Arrangement: Chronological

 This series contains administrative correspondence and related memoranda, papers and documents for the Head Start Program.

RETENTION: Retain in office for three (3) years, then review files and transfer any material possessing long term administrative, legal, or historical value to the University Archives for permanent retention. Any records which do not possess any historical value may be destroyed in a secure manner.

460.02 Policy Council and Governance Board Minutes and Agendas

Dates: 1970 -
Volume: 5 Cubic Feet / 3 MB
Annual Accumulation: 1 Cubic Feet / Negligible
Arrangement: Chronological

 This series consists of original Policy Council/Governance Board meeting agendas minutes.

RETENTION: Retain permanently.

460.03 Fiscal Records of Expenditures and Income

Dates: 1970 -
Volume: 8 Cubic Feet / 7 MB
Annual Accumulation: 1.5 Cubic Feet / Negligible
Arrangement: Chronological

 This series contains financial reports required by the granting agency and all supporting backup documents used to

report and reconcile account activity. This includes, but not limited to, any financial statements & reports, working papers for various subsidies received by the agency, and printed copies of Accounting Information System (AIS) financial reports with reconciliation notes.

RETENTION: Retain in office for six (6) years after the end of the applicable fiscal year, then destroy in a secure manner or delete from system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.

460.04 Grant Administration Files

Dates: 1970 -
Volume: 10 Cubic Feet / 36 MB
Annual Accumulation: 1 Cubic Feet / Negligible
Arrangement: Chronological

This series consists of the Head Start Center's documentation of its role in the formulation and implementation of its assigned grant programs/projects. The files include, but are not limited to the following: grant proposals (successful & unsuccessful); any amendments to the grant; documentation from centers related to grant compliance (e.g. enrollment and attendance records) and all related correspondence.

RETENTION: Retain in office for five (5) years, then review files and transfer any material possessing long term administrative, legal, or historical value to the University Archives for permanent retention. Any records which do not possess any historical value may be destroyed in a secure manner.

460.05 In-Kind Donation Files

Dates: 1970 -
Volume: 40 Cubic Feet
Annual Accumulation: 5 Cubic Feet
Arrangement: Chronological

This series contains documentation of in-kind donations (goods and services donated in lieu of cash) received by the

Program. The files include, but are not limited to, in-kind donation forms completed by the donors and related correspondence.

RETENTION: Retain in-kind donation documents for six (6) years after the date of the donation, then destroy in a secure manner or delete from the system provided all audits are completed if, necessary, and no litigation is pending or anticipated.

460.06 Head Start Program Student Files

Dates: 1970 -
Volume: 50 Cubic Feet
Annual Accumulation: 5 Cubic Feet
Arrangement: Chronological

This series consists of student files for the Head Start Program. The files include, but are not limited to the following: enrollment/registration documents; individual tracking sheets; pre-admission records; disability records, developmental re-screens; family conferences and verifications; medication folders, parent' report forms; health histories; bus attendance; daily checklists; student sign-in/out sheets; and other related supporting documents.

RETENTION: Retain pre-enrollment/registration records of denied or no-show students in office for one (1) year after the end of the applicable school year, then destroy in a secure manner or delete from the system provided all audits are completed if, necessary, and no litigation is pending or anticipated.

Retain all other student records in office for five (5) years after date of last attendance, then destroy in a secure manner or delete from the system provided all audits are completed, if necessary, and no litigation is pending or anticipated.

460.07**Personnel Files**

Dates: 1970 -
Volume: 10 Cubic Feet
Annual Accumulation: 2 Cubic Feet
Arrangement: Chronological

This series consists of employee personnel files, including but not limited to all forms required by SIU Human Resources, DCFS 508 & 508-1 forms which provide information on persons employed in a child care facility.

RETENTION: Retain in office for five (5) years, after separation from employment, then destroy in a secure manner or delete from the system provided all audits have been completed, if necessary, and no litigation is pending or anticipated.