

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0292-2013-0001

Status: APPROVED
Date Approved: 09/03/2013

General Information

Agency or Establishment	Administration for Children and Families
Record/Scheduling Group	0292 - Records of the Administration for Children and Families
Records Schedule Applies To	Agency Subdivision
Major Subdivision	Office of Head Start
Schedule Subject	Project Head Start/Head Start Files, 1964-1979
Additional Schedule Information	<p>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.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0292-2013-0001

Status: APPROVED
Date Approved: 09/03/2013

Item Count

Total number of disposition items: 4

Number of Temporary disposition items: 0

Number of Permanent disposition items: 4

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0292-2013-0001

Status: APPROVED
Date Approved: 09/03/2013

Outline of Records Schedule Items for DAA-0292-2013-0001

Item #	Title	Disposition
0001	Office of Head Start Records 1964 - 1979 : High-Level Correspondence of the Founders of Project Head Start/Head Start	Permanent
0002	Office of Head Start Records 1964 - 1979 : Policy Records	Permanent
0003	Office of Head Start Records 1964 - 1979 : Research Records	Permanent
0004	Office of Head Start Records 1964 - 1979 : Anniversary Celebrations	Permanent

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0292-2013-0001

Status: APPROVED
Date Approved: 09/03/2013

Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0292-2013-0001-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Policy Records
Item Description	<p>These records contain the system of laws, regulatory measures, courses of action, and funding priorities, initiated and enacted, by and for Head Start.</p> <p>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.</p> <p>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.</p> <p>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</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0292-2013-0001

Status: APPROVED
Date Approved: 09/03/2013

Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because NARA accessioned the records. The Transfer Request numbers are TR-0292-2014-0002 and TR-0292-2022-0013.	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after approval of this schedule
ADDITIONAL INFORMATION	
Approximate first year of records covered by this authority	1964
End year of records covered by this authority	Year: 1979
Date span of the initial transfer	From: --/--/1964 To: --/--/1979
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0292-2013-0001-0003	
STATUS: INACTIVE - NOT FOR USE	
ITEM GENERAL INFORMATION	
Item Title	Research Records
Item Description	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
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0292-2013-0001

Status: APPROVED
Date Approved: 09/03/2013

DO NOT USE. This item is inactive because NARA accessioned the records. The Transfer Request number is TR-0292-2013-0002.	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after approval of this schedule
ADDITIONAL INFORMATION	
Date span of the initial transfer	From: --/--/1964 To: --/--/1979
Are any of the records covered by this item subject to a FOIA exemption?	
DAA-0292-2013-0001-0004 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Anniversary Celebrations
Item Description	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.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives immediately after approval of this schedule
ADDITIONAL INFORMATION	
Date span of the initial transfer	From: --/--/1964 To: --/--/1979
Are any of the records covered by this item subject to a FOIA exemption?	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0292-2013-0001

Status: APPROVED
Date Approved: 09/03/2013

Signatory Information

Action	User	Date
Approve	David Ferriero	09/03/2013