

Highland Rim Economic Corporation  
Head Start Policies and Procedures Manual

**Policy ID 130324 (PCR) Maintaining Records**

Related Regulations:	1303.23		
Revised by:	Jamie Davenport, Operations Manager	Revision Date:	5/8/2017
Approved by:	Elizabeth McLaughlin, Head Start Director	Approval Date:	
Responsibility:	All Staff		
Timeline:	Ongoing		
Evaluation:	Child files, ChildPlus		
Forms:			

Performance Objective: The program maintains child records in accordance with the regulations.

**1.0 Maintaining Records**

- 1.1 The program maintains child records in a manner that ensures only parents, and officials within the program or acting on behalf of the program have access, and such records are destroyed within a reasonable timeframe after such records are no longer needed or required to be maintained.
- 1.2 The program maintains, with the child records, for as long as the records are maintained, information on all individuals, agencies, or organizations to whom a disclosure of PII from the child records was made (except for program officials and parents) and why the disclosure was made.
  - a) When the program uses a web-based data system to maintain child records, the program ensures such child records are adequately protected and maintained according to current industry security standards.
- 1.3 If a parent places a statement in the child record, the program maintains the statement with the contested part of the child record for as long as the program maintains the record and, discloses the statement whenever it discloses the portion of the child record to which the statement relates.