

**NeighborImpact Head Start & Early Head Start  
Policy & Procedure**

<b>Section: Child Development &amp; Health Services</b>	<b>PC Approval Date:</b>
<b>Title: Record Keeping Storage and Access</b>	<b>Updated:</b>
<b>Policy #: HS-72</b>	<b>NI Board Approval: 9/12/19</b>
<b>Forms Required:</b>	
<b>Performance Standards: 1304.51(g)</b>	<b>Page 1 of 1</b>

**Policy:** It is the policy of NeighborImpact Head Start & Early Head Start to establish and maintain effective record-keeping and reporting systems to provide accurate and timely information regarding children, families and staff and ensure appropriate confidentiality of this information.

**Purpose:** Effective record-keeping and reporting systems provide information needed to individualize programs for children and families, to monitor the quality of program services, to assist in program planning and management, and to ensure the delivery of quality services. These systems also provide documentation that the program is meeting program requirements and laws. To ensure that privacy rights are respected in these systems, safeguards are developed and maintained.

**Procedure:**

1. The program will use standardized forms to ensure simplicity and consistency of information collection and record keeping.
2. Records will be stored in a confidential manner such as locked drawers or cabinets or spaces to ensure that only authorized persons have access to information.
3. Electronic child and family records will be maintained the program's data management program.
4. Records will not be shared with other programs within the agency or other agencies without the proper permission or authorization to release or share information.
5. Records will be retained for four years and then destroyed in a manner consistent with the agency's Record Retention policy.