

**Redding Rancheria Head Start and Child Care
Department Procedure**

Program Area: Management Systems and Procedures

Procedure # MG 07: Recordkeeping Systems	Policy Council Approval:	2012
Performance Objective: guidelines for recordkeeping	Tribal Council Approval:	2012
<i>Procedures are updated annually by the Health Advisory Committee and the Head Start Policy Council. This procedure shall be considered valid until further notice.</i>		

1. Program records are maintained by Head Start staff. Financial records are maintained by Redding Rancheria Finance staff.
2. The Head Start maintains a database for parent and child information. This database is updated daily and backed up by Redding Rancheria IT staff.
3. Teachers maintain developmental and observational notes in a separate data base, TS Gold. Reports are generated and used for parent conferences and maintained in teacher files. Trimester reports on global child outcomes are saved in PDF format on the tribe's M drive.
4. The "Child File" is the property of the Redding Rancheria Head Start. It is the final location for hard copies of messages, applications, parent permissions, medical reports, TS Gold outcome reports, observations, portfolio items, etc. Staff are responsible to enter documents into child's file, and to maintain confidentiality. The Child File in whole or parts are kept under lock and do not leave the premises. Parents may view their child's file at any time and make copies, but may not remove the file.
5. The entire "Child File" is stored electronically upon their departure from the Head Start program.
6. Financial records, including individual transactions are stored electronically by Redding Rancheria financial staff.
7. Grant applications are stored electronically on the tribe's M drive as well as in the GABI system.