Department: Record Keeping & Reporting	Approval Date: 5/9/2017	Policy Number: 3630
Regulation Number: 1302.101(a)(4) 1302.101(b)(4) 1303.24(a)	Regulation Title: Record Keeping & Reporting	Policy Title: Required Record Retention

Policy:

MARC is a nonprofit association of city and county governments and the metropolitan planning organization for the bi-state Kansas City region, which is governed by a board of local elected officials serving nine counties and 120 cities. MARC is funded by federal, state and private grants, local contributions and earned income.

The grants awarded to MARC may have specific grant timeframes for expenditures and other records. Therefore, MARC's policy is to retain records regarding all grant awards, expenditures and program activities for 10 years to coincide with the longest retention period for an agency grant (State of Missouri Early Head Start Program).

Based upon the contractual requirements from the state of Missouri, all records pertaining to staff, volunteers, children, families, and fiscal information must be maintained for a minimum of 10 years and are subject to random audit by MARC Head Start staff.