CalSAWS | Information Transmittal (CIT) 0179-20

☐ **CalSAWS DD&I** ☒ **C-IV M&O** ☐ **CalWIN M&O** ☐ **LRS M&E**

Distribution Date:	September 9, 2020
To:	PPOC.39; Consortium.RegionalManagers.All; PPOC.Local; Consortium.SectionDirectors, Accenture.Execs; Integrated.ReleaseMgmt.Test.North; AppDev.Leads.North; AppDesign.Leads.North; Ted Anderson; Shivani Smith; Amanda Hajj
CIT Name:	**CalSAWS Data Retention Policy Implementation Overview**
From:	CalSAWS Project

PPOCs, please forward to the appropriate impacted staff in your county:

- ☒ General
- ☒ Policy
  - ☒ CW
  - ☒ CF
  - ☒ MC
  - ☒ CMSP
  - ☐ FC/KG/AAP
  - ☒ Child Care
  - ☒ WtW
  - ☐ Other Program(s)_____
- ☐ C4Yourself ☐ Your Benefits Now!
- ☐ Customer Correspondence
- ☐ Other_____
- ☐ Reports
  - ☐ Fiscal
  - ☐ Caseload Movement
  - ☐ Management
- ☐ Fiscal
- ☐ Security
- ☐ Batch and Interfaces
- ☐ Imaging
- ☒ Migration
- ☒ Conversion
- ☒ Technical
- ☐ Training
- ☐ Help Desk

Description: (Including any step-by-step instructions)

Purpose

The purpose of this CIT is to notify the 39 C-IV Counties of the upcoming Data Retention Policy webcast that will take place **Tuesday, September 15, 2020**. The webcast will provide a Data Retention Policy Implementation Overview, which includes:

- CalSAWS Data Retention Policy Review
- Overall case data removal process and timelines
- Reports
- Case data removal override reasons
- Shell cases

Background

At the September 2019 Project Steering Committee meeting, the CalSAWS Data Retention Policy was approved. The policy prescribes that cases closed for more

	than 6 years will not be retained in CalSAWS. Exceptions are noted in the Data Retention Exceptions section of the CalSAWS Data Retention Policy. For further details, please review the attached documents: • CalSAWS Data Retention Policy Final v1.3.docx • CalSAWS Data Retention Guidelines Final v6.2.docx • Data Retention Questions and Answers Log_2019_09_10.docx **Additional Information** **Webinar Logistics (ZOOM)** Session Date: Tuesday, September 15, 2020 Session Time: 10:00 AM – 11:30 AM Duration: 1.5 hours **Recommended Attendees** The intended audience for this webcast is anyone interested in the CalSAWS Data Retention Policy, such as Technical, Reports and Program Management staff. **County Action** Please join the session 10-15 minutes early to resolve any connectivity issues, as we will begin the presentation at the designated start time. A calendared meeting invitation will be sent to the PPOCs with webinar details prior to the event. **PPOCs are responsible for forwarding the meeting invite to appropriate staff.** If you have any questions, please contact the Primary Project Contact listed below.
Primary Project Contact: (Name, phone number, email address)	Henry Arcangel Customer Engagement Manager arcangelh@calsaws.org
Backup Project Contact: (Name, phone number, email address)	Peggy Macias Customer Engagement Manager MaciaP@Calsaws.org
Attachments:	• CalSAWS Data Retention Policy Final v1.3.docx • CalSAWS Data Retention Guidelines Final v6.3.docx • Data Retention Questions and Answers Log_2020_09_09.docx

Web Portal Link:	[redacted] OR You may also retrieve the CIT document and attachments by following these steps: 1. Click on the CRFIs & CITs link at the top of the page. 2. Click on the "CalSAWS Information Transmittal (CIT)" folder. 3. Click on the "2020" folder. 4. Click on the appropriate CIT # folder.