$\boxtimes$ Calsaws $N$	&E CalWIN Migration	
Distribution Date	e: March 28, 2022	
To:	PPOC.40, Consortium.RegionalManagers.All	
CIT Name:	2022 CalSAWS Case Data Removal Schedule	
From:	CalSAWS Project	
PPOCs, please forward to the appropriate impacted staff in your county:		
BenefitsCal		
Description: (Including any step-by-step instructions)	Purpose The purpose of this CIT is to update the CalSAWS Counties on the CalSAWS Data Retention Policy (CDRP) program batch execution run dates for 2022.	
,	<b>Background</b> Approved by the JPA in 2019, the CDRP provides guidelines for how long to retain case data in CalSAWS once a case has been closed. The series of batch programs that implements this policy was run in the C-IV System in 2020-21 prior to C-IV CalSAWS Migration.	
	Additional Information The initial CalSAWS Case Identification batch run date will run on Friday night, April 8, 2022. This batch job identifies all the cases in the System that meet the criteria for data removal.	
	The Case Data Removal Identification Report provides each County a listing of cases identified for removal. This report will run on Monday night, April 11, 2022, and will be available in the System on April 12, 2022.	
	The Case Data Removal Identification and Override Reports will then run on the 11th business day of every month.	

The Case Data Removal batch job will kick off on Saturday, August 13, 2022. This provides counties four months to review their list of Identified cases prior to data actually being removed from the System.

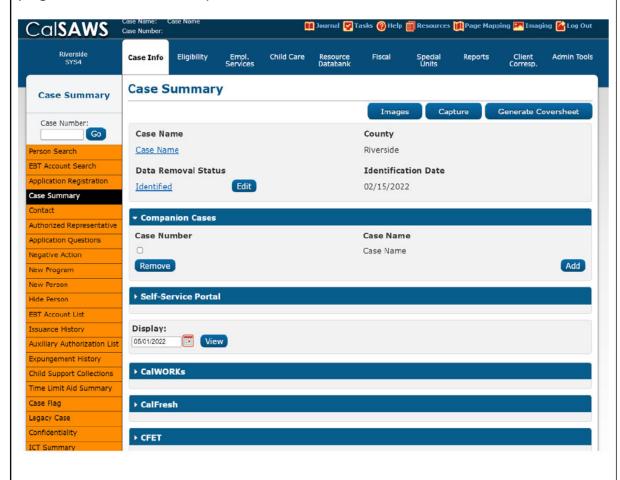
## **County Action**

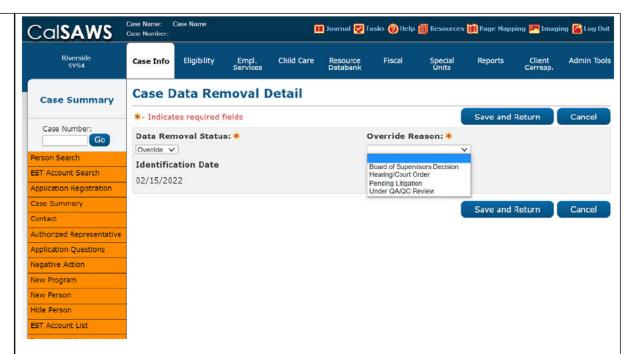
All cases identified on the Case Data Removal Identification Report should be evaluated during the review period, prior to the date of the Case Data Removal process.

This report will be accessed using the following navigation:

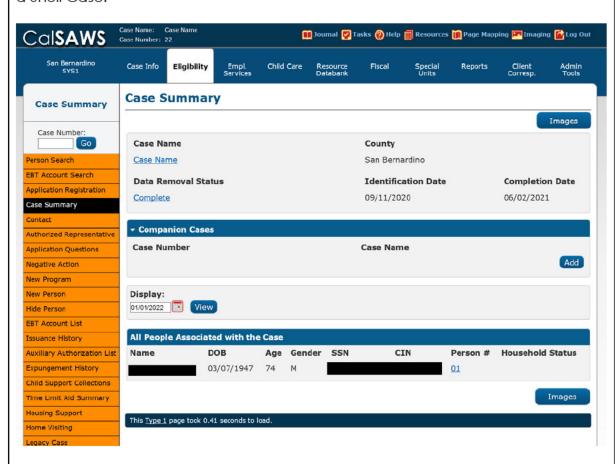
Cases on the Case Data Removal Identification Report can be overridden for any of the agreed upon Override Reasons listed on the Data Removal Detail page.

Once a case has been identified by the batch process, the Case Summary page will display as shown below. If an Override needs to be performed, use the "Identified" hyperlink under the Data Removal Status to navigate to the Detail page. This action will take you to the Override section.





Any cases left in Identified status on the date the Data Removal batch process runs will have data removed. Once data has been removed from a Case, it becomes a Shell Case:



If you have questions regarding this CIT, please reach out to the Primary Contact listed below and cc your Regional Manager(s).

Primary Project Contact: (Name and email address)	Henry Arcangel ArcangelH@CalSAWS.org
Backup Project Contact: (Name and email address)	Michael Wright WrightMA@CalSAWS.org
Attachments:	None
Web Portal Link:	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 "2022" folder.  4. Click on the appropriate CIT # folder.