


Distribution Date	May 8, 2025
To	PPOC.All; Consortium.RegionalManagers.All
CC	Consortium.SectionDirectors;
CIT Name	2025 Case Data Removal Batch Run May 2025

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)_____
- BenefitsCal
- Customer Correspondence
- OCAT
- Other_____
- Reports
 - Fiscal
 - Caseload Movement
 - Management
- Batch and Interfaces
 - Fiscal
 - GA/GR
 - Help Desk
 - Imaging
 - Security
 - Task Management
 - Technical
 - Training

Description	<p>Purpose [REDACTED] informed counties of the CalSAWS Case Data Removal Schedule for 2025. The purpose of this CIT is to update the Counties on phase 2 of the CalSAWS Data Retention Policy (CDRP) program batch execution run for 2025.</p> <p>Background Approved by the JPA Board 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 last run in CalSAWS in 2024. The CalSAWS Data Removal process is scheduled to occur annually.</p> <p>The case review period occurred January 10th, 2025, through May 8th, 2025. SCR CA-284677, titled "CalSAWS Case Data Removal 2025 Run Cases Identification & Validation" has completed.</p> <p>Additional Information</p>
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	<p>SCR CA-284678, titled "CalSAWS Case Data Removal 2025 Run Scheduling", will begin the removal of data for the identified cases. The Case Data Removal batch job will kick off on May 9th, 2025. The job will be scheduled to run during batch hours between 8:00 PM to 6:00 AM. System down time will not be scheduled for this effort.</p> <p>The counties had four months to review their list of Identified cases prior to data actually being removed from the CalSAWS system. The case review process has ended.</p> <p>On May 9th, 2025, at 8:00 PM, a backup snapshot of the case data prior to removal will be taken and saved. The stored snapshot will be available until December 31, 2025.</p> <p>County Actions</p> <ol style="list-style-type: none"> 1. Follow your counties business process to reconcile the reports. Log a Service Now ticket and assign Tier 3 App Support Batch & Interfaces for any discrepancies. 2. Copy your Regional Manager(s) on any questions you might send to the Primary or Backup Project Contact.
<p>Primary Project Contact</p>	<p>Prem Venugopalan VenugopalanP@CalSAWS.org</p>
<p>Backup Project Contact</p>	<p>Grady Howe HoweG@CalSAWS.org</p>
<p>Attachments</p>	<p>None</p>
<p>Web Portal Link</p>	<p></p> <p>OR</p> <p>You may also retrieve the CIT document and attachments by following these steps:</p> <ol style="list-style-type: none"> 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 "2025" folder. 4. Click on the appropriate CIT # folder.