

Distribution Date	November 21, 2025
To	PPOC.All; Consortium.RegionalManagers.All;
CC	Consortium.SectionDirectors
CIT Name	<b>CalSAWS Case Data Removal Schedule for 2026</b>

PPOCs, please forward to the appropriate impact 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><b>Purpose</b></p> <p>The purpose of this CIT is to update Counties on the CalSAWS Data Retention Policy (CDRP) program batch execution run dates for 2026. This affects all 58 Counties.</p> <p><b>Background</b></p> <p>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 early 2025. See CITs [REDACTED] and [REDACTED] for reference. The CalSAWS Data Retention Policy is scheduled to recur annually.</p> <p><b>Additional Information</b></p> <p>SCR <a href="#">CA-293243</a>, titled "CalSAWS Case Data Removal 2026 Run Cases Identification &amp; Validation", is currently in design. The CalSAWS case identification batch job will run on January 9th, 2026. This batch job identifies all the CalSAWS cases that meet the criteria for data removal.</p>
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The Case Data Removal Identification Report provides each County with a listing of cases identified for data removal. This report will be available on January 12th, 2026.

The Case Data Removal Identification Report and the Case Data Removal Override Report will then run on the 11th business day of every month starting in February of 2026. The follow-on Case Data Removal Identification Reports will include the initial cases identified for data removal on January 9th, 2026, less those cases that subsequently meet the criteria for retention. The Case Data Removal Override Report will include those cases initially identified for data removal but that were subsequently flagged for retention.

SCR [CA-293244](#), titled "CalSAWS Case Data Removal 2026 Run Scheduling", will begin the removal of data for the identified cases. The Case Data Removal batch job will kick off on May 8th, 2026. 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.

This provides counties with four months to review their list of cases Identified for data removal prior to data being removed.

### County Actions

All cases identified on the Case Data Removal Identification Report should be evaluated during the review period, **January 12<sup>th</sup>, 2026, through May 7<sup>th</sup>, 2026**, prior to commencement of the data removal process.

This report is accessed using the following navigation in CalSAWS:

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, on the "Case Summary" page, click the "**Identified**" hyperlink under the Data Removal Status to navigate to the Detail page. This action will take you to the Override section.

CalSAWS | Information Transmittal (CIT) 0141-25

**Case Summary**

Case Name: Case Name  
Case Number: Case Number:  Go

Case Info Eligibility Empl. Services Child Care Resource Databank Fiscal Special Units Reports Client Corresp. Admin Tools

**Case Summary**

Images Capture Generate Coversheet

**Case Name** County  
Case Name Riverside

**Data Removal Status** Identification Date  
Identified Edit 02/15/2022

**Companion Cases**

Case Number Case Name  
Case Name Case Name  Remove Add

**Self-Service Portal**

Display: 05/01/2022 View

**CalWORKs**

**CalFresh**

**CFET**

**Case Data Removal Detail**

\* - Indicates required fields

Data Removal Status: \* Override Identification Date 02/15/2022

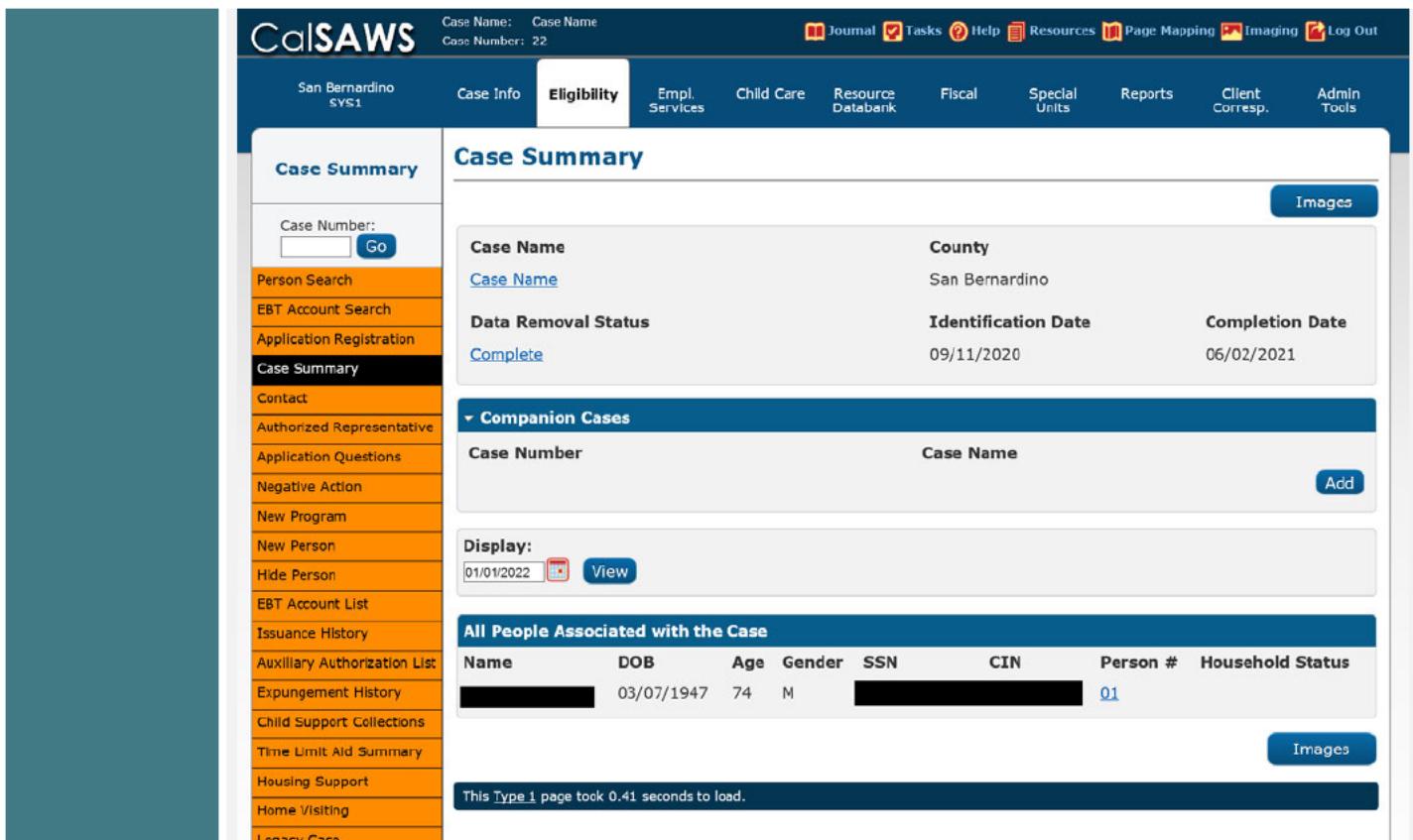
Override Reason: \*

Board of Supervisors Decision  
Hearing/Court Order  
Pending Litigation  
Under QA/QC Review

Save and Return Cancel

Save and Return Cancel

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:



The screenshot shows the CalSAWS Case Summary page. The top navigation bar includes links for Journal, Tasks, Help, Resources, Page Mapping, Imaging, and Log Out. The main menu bar has tabs for Case Info, Eligibility, Empl. Services, Child Care, Resource Databank, Fiscal, Special Units, Reports, Client Corresp., and Admin Tools. The left sidebar contains a navigation menu with items like Case Number, Person Search, EBT Account Search, Application Registration, Case Summary (which is selected and highlighted in black), Contact, Authorized Representative, Application Questions, Negative Action, New Program, New Person, Hide Person, EBT Account List, Issuance History, Auxiliary Authorization List, Expungement History, Child Support Collections, Time Limit Aid Summary, Housing Support, Home Visiting, and Legacy Case. The main content area displays the Case Summary for a case with Case Name: San Bernardino and Case Number: 22. It shows the County as San Bernardino, Data Removal Status as Complete, Identification Date as 09/11/2020, and Completion Date as 06/02/2021. A section for Companion Cases is shown with columns for Case Number and Case Name, and an 'Add' button. The Display section shows a date range from 01/01/2022 to 01/01/2023 and a 'View' button. The All People Associated with the Case section lists one person: Name [REDACTED], DOB 03/07/1947, Age 74, Gender M, SSN [REDACTED], CIN [REDACTED], Person # 01, and Household Status [REDACTED]. A note at the bottom of this section states: "This Type 1 page took 0.41 seconds to load." A blue 'Images' button is located in the top right corner of the main content area.

Counties should review the [REDACTED] for more information.

Please open a ServiceNow (SNOW) ticket if you encounter any problems during the review period. Possible concerns could be cases identified that do not meet the deletion criteria. When completing SNOW tickets, assign to the '**Tier 3 App Support - Batch and Interfaces**' group.

A CIT will be distributed after SCR [CA-293243](#), CalSAWS Case Data Removal 2026 Run Cases Identification & Validation, has completed to announce the beginning of the review period **January 12<sup>th</sup>, 2026, through May 7<sup>th</sup>, 2026**.

Copy your Regional Manager(s) on any questions you send to the Primary or Backup Project Contact.

**Primary Project Contact**

Prem Venugopalan  
[VenugopalanP@CalSAWS.org](mailto:VenugopalanP@CalSAWS.org)

**Backup Project Contact**

Grady Howe  
[HoweG@CalSAWS.org](mailto:HoweG@CalSAWS.org)

**Attachments**

None

**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 "2025" folder.
4. Click on the appropriate CIT # folder.