

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

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> General | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Policy | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> CW | <input type="checkbox"/> Caseload Movement |
| <input type="checkbox"/> CF | <input type="checkbox"/> Management |
| <input type="checkbox"/> MC | <input type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> CMSP | <input type="checkbox"/> Fiscal |
| <input type="checkbox"/> FC/KG/AAP | <input type="checkbox"/> GA/GR |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Help Desk |
| <input type="checkbox"/> WTW | <input type="checkbox"/> Imaging |
| <input type="checkbox"/> Other Program(s) _____ | <input type="checkbox"/> Security |
| <input type="checkbox"/> BenefitsCal | <input type="checkbox"/> Task Management |
| <input type="checkbox"/> Customer Correspondence | <input type="checkbox"/> Technical |
| <input type="checkbox"/> OCAT | <input type="checkbox"/> Training |
| <input type="checkbox"/> Other _____ | |

Description

Purpose

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.

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 early 2025. See CITs [REDACTED] and [REDACTED] for reference. The CalSAWS Data Retention Policy is scheduled to recur annually.

Additional Information

SCR [CA-293243](#), titled "CalSAWS Case Data Removal 2026 Run Cases Identification & 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.

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 12th, 2026, through May 7th, 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.

The image displays two screenshots of the CalSAWS web application interface. The top screenshot shows the 'Case Summary' page for a case in Riverside, SYS4. The left sidebar contains a menu with options like Person Search, EBT Account Search, Application Registration, Case Summary (selected), 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, Case Flag, Legacy Case, Confidentiality, and ICT Summary. The main content area shows the 'Case Summary' tab with fields for Case Name, County (Riverside), Data Removal Status (Identified), and Identification Date (02/15/2022). There are buttons for Images, Capture, and Generate Coversheet. Below this is a 'Companion Cases' section with a table showing Case Number and Case Name, and a 'Self-Service Portal' section with a Display field showing 05/01/2022 and a View button. The bottom screenshot shows the 'Case Data Removal Detail' page. It features a legend indicating that asterisks (*) denote required fields. The 'Data Removal Status' is marked as required and has an 'Override' dropdown menu. The 'Identification Date' is 02/15/2022. The 'Override Reason' dropdown menu is open, showing options: Board of Supervisors Decision, Hearing/Court Order, Pending Litigation, and Under QA/QC Review. There are 'Save and Return' and 'Cancel' buttons at the top and bottom of the form.

Case Summary

Case Number: **Go**

Person Search
EBT Account Search
Application Registration
Case Summary
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
Case Flag
Legacy Case
Confidentiality
ICT Summary

Case Summary

Case Name: County: Riverside
Data Removal Status: Identified **Edit**
Identification Date: 02/15/2022

Companion Cases

Case Number	Case Name
<input type="checkbox"/>	Case Name

Self-Service Portal

Display: 05/01/2022 **View**

CalWORKs

CalFresh

CFET

Case Data Removal Detail

*- Indicates required fields

Data Removal Status: * **Override** **Save and Return** **Cancel**

Identification Date: 02/15/2022

Override Reason: *

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

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:

CalSAWS Case Name: Case Name Case Number: 22

Journal Tasks Help Resources Page Mapping Imaging Log Out

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

Case Summary

Case Number: Go

Person Search EBT Account Search Application Registration **Case Summary** 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 Legacy Case

Case Summary

Case Name: [Case Name](#) County: San Bernardino

Data Removal Status: [Complete](#) Identification Date: 09/11/2020 Completion Date: 06/02/2021

Companion Cases

Case Number	Case Name

Add

Display: 01/01/2022 View

All People Associated with the Case

Name	DOB	Age	Gender	SSN	CIN	Person #	Household Status
	03/07/1947	74	M			01	

Images

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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 12th, 2026, through May 7th, 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

Backup Project Contact

Grady Howe
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.