


Distribution Date	April 15, 2026
To	PPOC.All;
CC	Consortium.RegionalManagers.All; Consortium.SectionDirectors;
CIT Name	<b>2026 Case Data Removal Batch Run May 2026</b>

PPOCs, please forward to the appropriate impacted 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 checked="" type="checkbox"/> Batch and Interfaces |
| <input type="checkbox"/> CMSP                    | <input checked="" type="checkbox"/> Fiscal               |
| <input type="checkbox"/> FC/KG/AAP               | <input type="checkbox"/> GA/GR                           |
| <input type="checkbox"/> Child Care              | <input checked="" 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	<p>CIT 0141-25 informed counties of the CalSAWS Case Data Removal Schedule for 2026. 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 2026.</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 implement this policy was last run in CalSAWS in 2025. The CalSAWS Data Removal process is scheduled to occur annually.</p> <p>SCR <a href="#">CA-293243</a>, titled "CalSAWS Case Data Removal 2026 Run Cases Identification &amp; Validation" has completed. The case review period for 2026 commenced on January 12th, 2026, and will conclude on May 7th, 2026.</p> <p><b>Additional Information</b></p> <p>SCR <a href="#">CA-293244</a>, 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</p>
-------------	---

	<p>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.</p> <p>On May 8th, 2026, 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, 2026.</p> <p><b>County Actions</b></p> <ol style="list-style-type: none"> <li>1. Follow your counties business process to reconcile the reports. Log a Service Now ticket and assign Tier 3 App Support Batch &amp; Interfaces for any discrepancies.</li> <li>2. Copy your Regional Manager(s) on any questions you might send to the Primary or Backup Project Contact.</li> </ol>
<p>Primary Project Contact</p>	<p>Prem Venugopalan  <a href="mailto:VenugopalanP@CalSAWS.org">VenugopalanP@CalSAWS.org</a></p>
<p>Backup Project Contact</p>	<p>Grady Howe  <a href="mailto:HoweG@CalSAWS.org">HoweG@CalSAWS.org</a></p>
<p>Attachments</p>	<p>None</p>
<p>Communication 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"> <li>1. Hover over the Communications &amp; Resources tab at the top of the page.</li> <li>2. Click on the "CalSAWS Information Transmittal (CIT)" folder.</li> <li>3. Click on the "2026" folder.</li> <li>4. Click on the appropriate CIT # folder.</li> </ol>