 Purge Log

SSIS RETENTION RECORD | CHANGES IN PURGE | v15.3

CHANGE IN 2015 MINNESOTA STATUTE

Purge Retention Period:
 The 2015 MN Legislature, upon recommendation from the Child Protection Task Force, changed the retention period for Intakes/Screened out Child Maltreatment Reports, Family Assessment and Family Investigative workgroups with no determination of Maltreatment.
 The new Record Retention Period is 5 years.
 SSIS changed this as program areas as a whole in SSIS Admin from 4 years to 5 years.

SSIS PURGE CHANGE FOR RETENTION PERIODS

The following sub-programs were changed from a 4 year to a 5 year retention period (after closing):

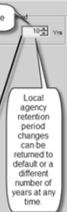
- Child Protection (FA) Workgroups
- Child Protection (FI) No Determination Workgroups
- Intakes Only

Workgroup Type (or Object Type)	Period	Retention Description
Adolescent Living Skills (ALLS)	4	Years from closing - can increase
Child Care (General)	4	Years from closing - can increase
Alternative Care Waiver	10	Years from closing - can increase
Minor Parent	5	Years from closing - can increase
Child Protection (FA)	5	Years from closing - can increase
Child Protection (With Detention)	10	Years from closing - can increase
Chemical Dependency (General)	6	Years from closing - can increase
Adult Mental Health	7	Years from closing - can increase
Adult Community Alternatives for Disabled Individuals	10	Years from closing - can increase
Elderly Waiver	10	Years from closing - can increase
Adult Protection (Substantiated)	7	Years from closing - must destroy
Adult Protection (Not Investigated)	3	Years from closing - must destroy
Time Records w/ Workgroups	5/Non-WG - can increase	
Workgroup w/ Placement	26	When child reaches age
Child Foster Care Licensing	7	Years from closing - can increase
Child Welfare (General)	4	Years from closing - can increase
Adult Brain Injury Waiver	10	Years from closing - can increase
Adoptive Guardianship	Permanent/Permanent	
Early Intervention: Infants & Toddlers w/ (EID)	5	Years from closing - can increase
Child Protection (No Detention)	5	Years from closing - can increase
Child Care Licensing	7	Years from closing - can increase
Child's Mental Health	26	When child reaches age
Developmental Disabilities (General)	5	Years from closing - can increase
Adult Community Alternative Care	10	Years from closing - can increase
Adult Foster Care Licensing	7	Years from closing - can increase
Adult Protection (Non-Substantiated)	4	Years from closing - must destroy
Adult Protection (FA)	3	Years from closing - must destroy
Adult Services (General)	4	Years from closing - can increase
Intakes only	5	Intakes only - can increase
Adult Protection Intakes	3	Years from closing - must destroy
Adult Protection Case Management	7	Years from closing - must destroy
Child - Community Alternative Care	10	Years from closing - can increase
Child - Community Alternatives for Disabled Individuals	10	Years from closing - can increase
Child - Brain Injury Waiver	10	Years from closing - can increase
Parent Support Outreach	4	Years from closing - can increase

SSIS ADMIN

- 1) Tools
- 2) County Preferences
- 3) Retention Period

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Adult Community Alternatives for Disabled	10	Years from closing - can increase
Elderly Waiver	10	Years from closing - can increase
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Time Records w/ Workgroups	5/Non-WG - can increase	
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Child Welfare (General)	4	Years from closing - can increase
Adult Brain Injury Waiver	10	Years from closing - can increase
Adoptive Guardianship	Permanent/Permanent	
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Child Protection (No Detention)	5	Years from closing - can increase
Child Care Licensing	7	Years from closing - can increase



LOCAL AGENCIES CAN INCREASE THESE TIMELINES BY PROGRAM AREA

Uptick the years in the Retention Period field.

Workgroup	Start Date	End Date	Deconstruction Date	Progress	Worker	Placed or Open WG	Workgroup Type
Schreyer Abuse CP Intake10/29/2003	10/29/2003	10/29/2003	10/29/2013		Child Protective Services	USParks, Linn	Intake
CP Intake 11/03/2008	11/03/2008	11/03/2008	11/03/2013		Child Protective Services	Went, Dan	Intake
Isaker Jonathan CP Intake11/14/2003	11/14/2003	11/14/2003	11/14/2013		Child Protective Services	J. Judd, Dan	Intake
Cheer Monica Abuse CP Intake11/21/2003	11/21/2003	11/21/2003	11/21/2013		Child Protective Services	Berman, Tom	Intake
Heath Karen CP Intake12/11/2003	12/11/2003	12/11/2003	12/11/2013		Child Protective Services	Donna, Sherry & V	Intake
Case Johnny CP Intake12/09/2003	12/09/2003	12/09/2003	12/09/2013		Child Protective Services	Abel-Hay, Norman	Intake
Case Johnny CP Intake12/01/2003	12/01/2003	12/01/2003	12/01/2013		Child Protective Services	Abel-Hay, Norman	Intake

INDIVIDUAL INTAKE WORKGROUPS CAN ALSO BE INCREASED ON THE DESTRUCTION LIST

1. Check "Include Intake Workgroups"
2. Enter Search Parameters
3. Refresh List
4. Click Uptick years to increase Purge for an Intake in the "Increase Destruction Date of Selected Records" field.

Note: Multi-select is available on grid by pressing and holding Ctrl + Shift buttons while clicking on multiple INTAKES.