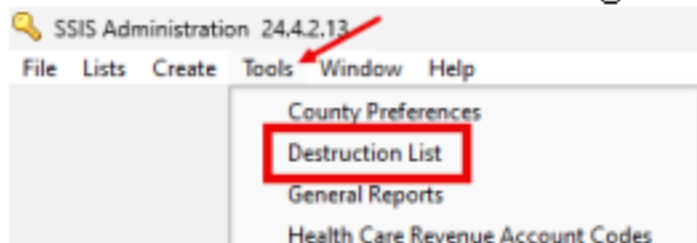


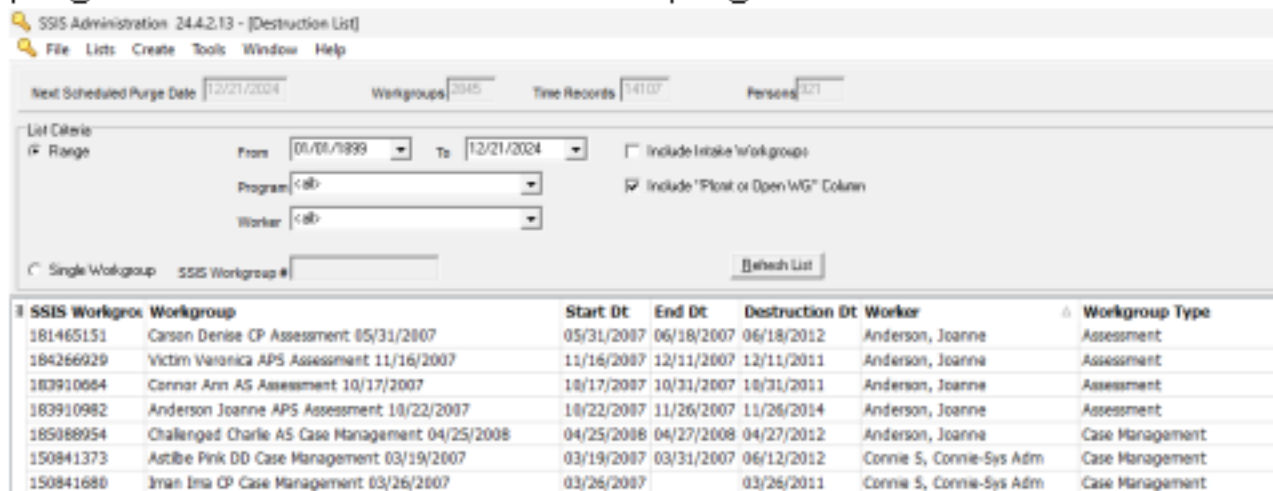
## Purge and Destruction

### Destruction List

In SSIS the Destruction List for Purge is located under SSIS Administration>Tools>Destruction list.



The Destruction List is a list of Workgroups that have a destruction date that falls within the date range selected in the 'List Criteria' section and meets other filter criteria if selected. To see the list, you may enter the dates desired or just hit refresh and the report will then populate as seen below. Please know these are scheduled to purge and does not mean that all **will** purge.



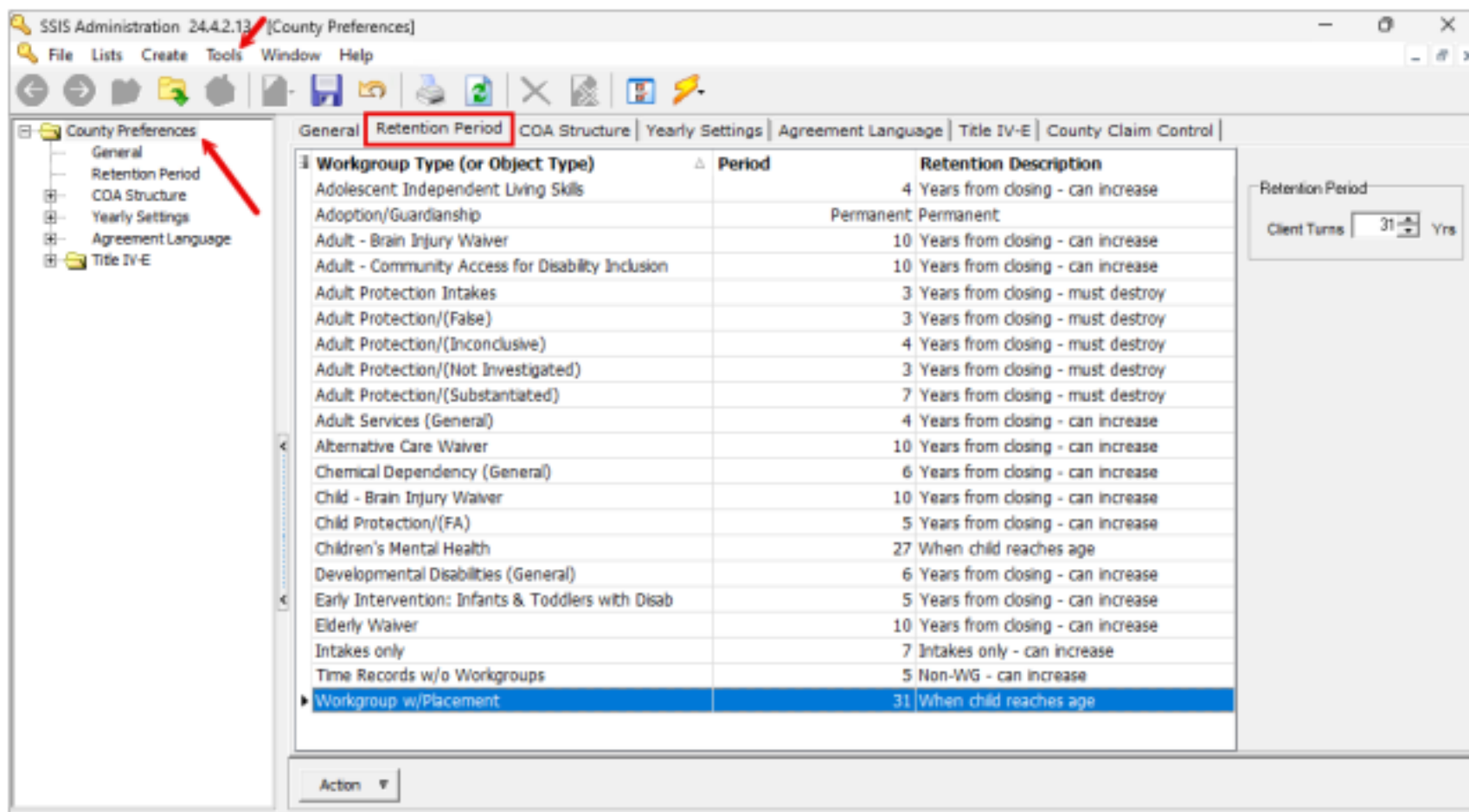
### Retention Period

To view the Retention Period in SSIS go to SSIS Administration>Tools>County Preferences. Click on the Retention Periods tab. If the "Retention Description" does not contain "must destroy", the retention period can be increased. The minimums are set at the state level, many can be increased at the individual agency level with the following exceptions:

If the retention description contains "must destroy" then it is a fixed value

If the retention description is "Permanent" then it is a fixed value

Retention periods can be increased where allowed, upon advice of the local agency attorney for particular social service needs. The minimum retention period for a specific workgroup can change for legal reasons, such as appeals of maltreatment, court hearings, etc.



An example might be for a child who is not a state ward but attains the age of majority in foster care and needs access to their own history.

Another example, Child Foster Care Licensing retention periods are often increased so that adults, who were adopted, can access more of their history.

The new retention period will be reflected for all workgroups that are closed after the retention period is changed.

Minnesota Statute defines the retention period for maintaining social service records for a minimum number of years depending on the program area. The minimum retention period and the agencies change rules, are true for both hard copies of social service records and electronic records.

Statutes from the Department of Human Services and the Department of Health that define minimum retention periods for social service records.

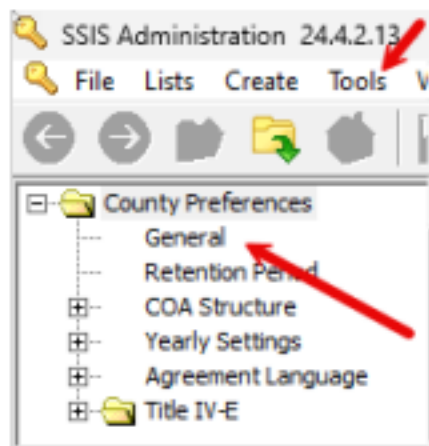
- 260E.35 Child Protection
- 626.557 Adult Protection
- 260C Adoption
- 144.335 Health Department

\*Please refer to the latest bulletins for the most up to date information on document retention.

## Purge

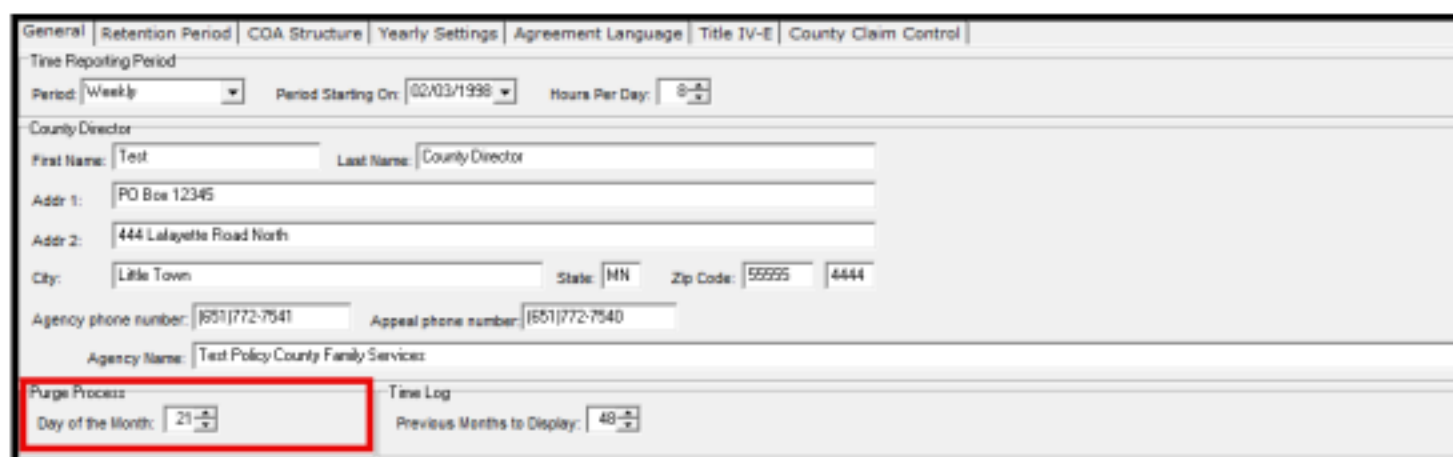
Purge deletes data from the SSIS database that is no longer statutorily required to be kept. Information contained in a SSIS workgroup is considered a social service record.

For the Purge Process, you can select the day of the month you would like your Purge Process to run. To locate the Purge Process date, go to SSIS Administration>Tools>County Preferences>General.



You must choose a specific day of the month. Our recommendation is that you choose a day of the month from 1-28.

\*If the purge process day of the Month is set to “0” then your Purge process **will not** run.



Workgroups on the destruction list may not purge when the purge process runs. There are several checks that occur at the time purge runs before a workgroup can be purged:

1. The workgroup’s destruction date must be less than or equal to the date purge is running.
2. If the Retention Description for the workgroup’s program contains “- must destroy”, then the workgroup must be purged. If not, the following items are checked:
3. For Assessment and Case Management Workgroups: There cannot be any open workgroups with the same program in the same case. Some programs are considered together for this step, and all workgroups with these programs in the same case are purged together based on the latest destruction date:
  - o AS, AC, EW, ACAC, ACAD and ABI are considered together.
  - o DD and EID are considered together.
4. For Intakes: they cannot be associated with an Assessment or Case Management workgroup. (To be associated means they have been used to open a workgroup or have been referred to a

workgroup. If they have been associated to a workgroup, they will be purged based on the associated Workgroup's timeline.)

5. The destruction date must be greater than four years after the Workgroup end date.
6. The workgroup cannot have any client that has an open Placement in any of their workgroups.
7. The workgroup cannot have any client that has an adoption record, A/G Workgroup, or an inactive parent/child relationship indicating an inactive reason of TPR, SPR, or Consent to adopt.
  - o If there's a person with any of these records in the case, then everything in the case is kept, along with any intake-workgroups related to any workgroup in the case.
8. The workgroup cannot have any Payments. (This will change once fiscal purge is designed and implemented.)

If you have questions on why something did not purge you may email the Help Desk with any questions [dcyf.ssishelp@state.mn.us](mailto:dcyf.ssishelp@state.mn.us)