



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 (SELF)	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 Determination)	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/o 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
Adoption/Guardianship	Permanent	Permanent
Early Intervention: Infants & Toddlers w/Disabil (EID)	5	Years from closing - can increase
Child Protection/(No Determination)	5	Years from closing - can increase
Child Care Licensing	7	Years from closing - can increase
Children'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/(Inconclusive)	4	Years from closing - must destroy
Adult Protection/(False)	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

Workgroup Type (or Object Type)	Period	Retention De
Adolescent Living Skills (SELF)		4 Years from clo
Child Care (General)		4 Years from clo
Alternative Care Waiver		10 Years from closing - can increase
Minor Parent		5 Years from closing - can increase
Child Protection/(FA)		10 Years from closing - can increase
Child Protection/(With Determination)		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		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/o 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
Adoption/Guardianship	Permanent	Permanent
Early Intervention: Infants & Toddlers w/D		5 Years from closing - can increase
Child Protection/(No Determination)		10 Years from closing - can increase
Child Care Licensing		7 Years from closing - can increase

Change is immediate

10 Yrs

Local agency retention period changes can be returned to default or a different number of years at any time.

LOCAL AGENCIES CAN INCREASE THESE TIMELINES BY PROGRAM AREA

Uptick the years in the Retention Period field.

Next Scheduled Purge Date Workgroups Time Records Persons

List Criteria

Range From To
 Include Intake Workgroups
 Include "Plcmt or Open WG" Column
 Program
 Worker
 Single Workgroup SSIS Workgroup #

Workgroup	Start Dt	End Dt	Destruction Dt	Program	Worker	Plcmt or Open WG	Workgroup Type
Schmitte Andie CP Intake10/29/2003	10/29/2003	10/29/2003	10/29/2013	Child Protective Services	Urbano, Lynn	*	Intake
CP Intake 11/03/2008	11/03/2008	11/03/2008	11/03/2013	Child Protective Services	Meyer, Gina		Intake
Baker Jonthan CP Intake11/14/2003	11/14/2003	11/14/2003	11/14/2013	Child Protective Services	J - Judd, Dan	*	Intake
Chee Monica Alice CP Intake11/21/2003	11/21/2003	11/21/2003	11/21/2013	Child Protective Services	Beman, Nan	*	Intake
Mom Karen CP Intake12/01/2003	12/01/2003	12/01/2003	12/01/2013	Child Protective Services	Donais, Sherry A V	*	Intake
Cake Johnny CP Intake12/01/2003	12/01/2003	12/01/2003	12/01/2013	Child Protective Services	Koch-Myer, Noreen	*	Intake
Cake Johnny CP Intake12/01/2003	12/01/2003	12/01/2003	12/01/2013	Child Protective Services	Koch-Myer, Noreen	*	Intake

Increase Destruction Date of Selected Records

by Years Days

To Date

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.