Workforce One Data Purge Timeframes by Program

Program	Purge Time Frame	What to Purge	Notes
Adult	10 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
Adult Career Pathways	10 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
Custom Programs	10 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
Dislocated Worker	Do not purge	N/A	DW cases co-enrolled with TAA cannot be purged. Data will not be purged in 2022 or 2023 due to anticipated data requests.
Displaced Homemaker	7 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
Diversionary Work Program	10 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
Heading Home	10 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
Homeless Vets	Do not purge	N/A	The Vets program doesn't purge so we are treating this program the same.

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Migrant Seasonal Farmworker	7 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
MFIP	10 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
MNRAE	6 years		No purge needed yet because program is
RETAIN	10 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
SNAP ET	10 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
State Services for the Blind Senior Services Unit (SSU)	7 years	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
State Services for the Blind Workforce Develop. Unit (WDU)	7 years for all except cases where SSA reimbursements are available (those will not be purged)	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	
Trade Adjustment Assistance	Do not purge	N/A	TAA law doesn't allow for purging.
Veterans	Do not purge	N/A	

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Vocational Rehabilitation Services	7 years for all except cases where SSA reimbursements are available (those will not be purged)	Program sequences including case notes and person records if no other enrollment within the given timeframes exists.	VRS prefers to purge records on an annual basis, deleting cases that exited or closed in the oldest program year. After the close of the current program year ending June 30, delete all cases that exited or closed in program years prior to 2013. These purge criteria are not dependent on post-employment activities that may have been opened in subsequent years. Note from Annie: I don't think we can delete those sequences that have post-employment activities that fall within this range. In order to keep post-employment, we would have to keep the full program sequence. Here is the clarification from Sherry H.: We just always need to purge from the post-employment closure date – not the original closure date,
Youth (MYP, TANF Youth, WIOA, Youth at Work)	10 years	Program sequences including case notes and person records if no other Youth-related enrollment (so look across all Youth programs listed) within the given timeframes exists.	