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NEOGOV

# Insight Data Retention Control

April 2019

## Why purge data?

- Liability/risk
- Housekeeping
- System performance

## What are the Configuration Options?

- Insight Admins can change default: 3 yrs - 10 yrs
- Setting can be modified on exam plans & reqs: 3-10 yrs or  $\infty$
- Frequency (annual, semi-annual, quarterly, or monthly)
- Security roles - permission for allowing users to edit

# What data will be purged?

- **Exam Plans:**

- Continuous Postings: Apps older than retention period
- Non-Continuous Postings (postings with a closing date):  
Everything related to exam plan; can choose to retain job postings

- **Requisitions:**

- Based on Last Updated Date of authorization status

# How do I know what is being purged and when?

- Insight Dashboard Alert
  - Monthly: 15, 10 and 3 days prior
  - Quarterly: 30, 10 and 3 days prior
  - Semi-Annually: 60, 30, 10, and 3 days prior
  - Annually: 90, 60, 30, 10 and 3 days prior
- Email Alert
  - Monthly: 10 days prior
  - Quarterly: 30 and 10 days prior
  - Semi-Annually: 60, 30 and 10 days prior
  - Annually: 90, 60, and 30 days prior
- Upcoming Data Purge List

# What is the Roll-Out Plan?

- Default Settings:
  - 3 yr retention period
  - Purging applications & reqs
  - Not purging postings
  - Annually in January
- Auto data-purging will begin July 2019
- If you do nothing, first purge of data will occur January 2020

## What are the Timelines for the Release?

- April - Configuration Settings
  - Dashboard & Email Alerts
- May - Report Builder - Exam Plan & Requisition retention settings
  - Recent Purge History Report
  - Bulk printing of Apps from Hires List
- July - Data Purge processing begins