

## NEOGOV INSIGHT DATA PURGE FAQs

### **Why should data be purged?**

Reduces our liability and risk (it cannot be discovered if there is a lawsuit filed)  
Is good housekeeping (gets rid of clutter)  
Improves system performance (performs faster)

### **What is Travis County's data retention period?**

3 years

### **How often will the data be purged?**

Annually

### **When will the purge occur?**

October 2019

### **What does this all mean?**

Data from 9/1/10 to 9/30/16 will be purged.

### **What will be purged?**

This data purge applies to all data associated with an Exam Plan including job posting, applications, applicant notices, evaluation steps, test schedules, eligible lists, referred lists and associated hire workflow details, requisitions.

### **Will departments be able to place an indefinite hold on specific records, and if so which ones?**

Yes, individual Requisitions or Exam Plans can be modified to be retained permanently or their retention period can be modified to a time period up to 10 years.

### **Who should I notify if an individual Requisition or Exam Plan needs to be modified?**

Please send an email to [Cynthia Lam-Roldan](#) and [Stacy Spruell](#) in HRMD if an individual Requisition or Exam Plan needs to be modified.

### **Will applicant Master Records and associated demographic data be maintained indefinitely for specific or aggregate reporting purposes?**

Yes, the applicant demographic data will be kept permanently. Their historical data in their master profiles will not be purged.

### **If an item has been purged, can it be retrieved or restored?**

Once data has been deleted, it cannot be retrieved or restored.

### **Is there something HRMD needs me to do?**

Yes. Prior to the purge, departments need to let HRMD know if certain data needs to be kept longer than 3 years or permanently. This is important if there is a litigation, a threat to litigation, subject to EEOC claim, or open records request.