

Leona Gildersleeve

**Authorized Signature**

**Number:** SS-IM-08-015

**Issue Date:** 03/19/2008

**Topic:** Other

**Subject:** Purging and Archiving Open SSP Case Files

**Applies to (check all that apply):**

- |                                                                   |                                                               |
|-------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> All DHS employees                        | <input type="checkbox"/> County Mental Health Directors       |
| <input type="checkbox"/> Area Agencies on Aging                   | <input type="checkbox"/> Health Services                      |
| <input checked="" type="checkbox"/> Children, Adults and Families | <input type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> County DD Program Managers               | <input type="checkbox"/> Other (please specify):              |

**Message:** Beginning 3/3/08 - all offices may begin purging SSP case files per the instructions attached. I would ask that you carefully consider your business need to purge files when you all will eventually have the opportunity to archive older volumes of open cases.

And, beginning 3/3/08, Districts 1, 4, 10, 13, and 15 may begin archiving older volumes of open case files per the attached instructions.

We're staggering the roll out of this new feature over the next several months, so as not to overburden our archiving partners. The roll out schedule is listed on page 2 of the attached document at:

<http://www.dhs.state.or.us/policy/selfsufficiency/publications/purge-08.pdf>

*If you have any questions about this information, contact:*

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