LEADS Daily Briefing
for March 14, 2019

Re-entry of Purged LEADS CHF Records

All LEADS CHF records have a natural retention period (i.e., how long they will remain active in the system). These retention periods can be found at: http://leadsinfo.isp.state.il.us/help/PurgeSchedule.pdf

A purge schedule is necessary to make room for new CHF entries. When a record has purged naturally based on its purge schedule, it should not be re-entered unless the agency determines that re-entry is necessary based on the record's involvement in a major investigation or some other exceptional reason.

Annual natural purges occur in January of each year and records purged for this reason will normally appear in the agency's February validation listing. This year they were included in the March validations.

Records that were purged for some other reason, such as those purged due to non-validation, should be reviewed and re-entered if necessary.

Please contact the LEADS Help Desk (866/LEADS-00) with any questions.

.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date