

LEADS Daily Briefing
for February 6, 2020

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 appear in the agency's February validation listing.

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

For assistance please contact the Help Desk at 866/LEADS-00.

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