

# **Policy and Procedure for Purging Savedlists in Datatel Colleague**

Office of Administrative Computer Applications

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## **Overview**

SAVEDLISTS are files that contain IDs (keys) of records selected from the Datatel Colleague system. They are stored in a single SAVEDLISTS directory and are shared by all users. SAVEDLISTS are a practical way to reduce record retrieval steps, re-sequence a selection process, reduce the repetition of search criteria, and provide consistent input into QueryBuilder reports and Datatel Colleague applications.

SAVEDLISTS are generated by numerous methods:

- Colleague users may execute QueryBuilder utilizing SELECT/SSELECT and SAVE.LIST commands. QueryBuilder queries allow Colleague users to create SAVEDLISTS with a specific and unique record name which may be stored for later use.
- Colleague users may update, create or refresh a SAVEDLIST by accessing the SLED mnemonic (see definitions below).
- Many Colleague applications generate SAVEDLISTS during execution. These SAVEDLISTS are generally unknown to Colleague users, but are included in the SAVEDLIST purge email notification.

Over time, the number of SAVEDLISTS files stored in the SAVEDLISTS directory grows to very large numbers and requires purging to ensure efficient disk space utilization.

## **Purge Process**

The SAVEDLISTS purge process will be executed on the first day of each month and will perform the following actions:

### **1. SAVEDLISTS Identification with Email Notification**

- a. Identification of all SAVEDLISTS that are at least 2 months old *without* the HIST suffix (see definitions below)
- b. Identification of all SAVEDLISTS that are at least 11 months old *with* the HIST suffix
- c. Email notification will be sent to the owners of the SAVEDLISTS as identified above. The owners will have one month to renew the SAVEDLISTS to avoid the purge process.

## 2. SAVEDLISTS Purge

- a. Identification of all SAVEDLISTS that are 3 months or older *without* the HIST suffix are purged.
- b. Identification of all SAVEDLISTS that are 12 months or older *with* the HIST suffix are purged.

## Definitions

**Renewing a SAVEDLIST** – Colleague users may update or refresh a SAVEDLIST by resetting the date stamp on a SAVEDLIST file to the current date. Colleague offers two tools for this function.

1. **SLED** (Savedlist Edit Contents) – Enter the name of the SAVEDLIST and perform a save function
2. **QueryBuilder** – Execute a SAVE.LIST command on a given SAVEDLIST

**HIST Suffix** – Colleague users may append the suffix “HIST” to the end of a SAVEDLIST name that needs to exist for a longer period of time. By default, SAVEDLISTS without the HIST suffix and without renewal are purged every 3 months. SAVEDLISTS with the HIST suffix and without renewal are not purged until 12 months. In essence, a Colleague user adding .HIST to a suffix on a SAVEDLIST will gain an additional 9 months of usage without any required renewals. It’s important to note that:

- HIST suffixes are not case sensitive
- HIST suffixes must be preceded with a period(.).

Valid examples of SAVEDLISTS including the HIST suffix include:

- AX.APPLICANTS.HIST
- MI.AIDAPPLIED.hist
- RP.DEDUCTIONS.Hist

## Questions

If you have questions about the savedlist purge policy, contact the Office of Information Technology Systems Services at 606-783-2068.