



CONNECTIONS Weekly Technical Bulletin

Records Retention Update This Weekend

The quarterly Records Retention cycle will take this weekend, April 26-28.

This process leads to the expungement of Child Protective Services (CPS) electronic and hard copy case records pursuant to New York State Social Services Law. The Law specifies the precise periods that case material must be retained and when it is required to delete case records.

Each local district has identified individuals responsible for receiving case listings in two reports:

1. The *To Be Expunged Report* notifies districts which cases are slated to be expunged so they may review to be certain the expungement is appropriate.
2. The *Expungement Report* identifies cases that have been removed from the CONNECTIONS database, signaling that hard copies of CPS records for the case must also be destroyed.

There is a **tip sheet** that outlines the local district tasks in more detail, which is available on both the [intranet](#) and [internet](#).

In closing, there are two important points to take away:

- It is important for each district to keep the list of workers who receive these reports up-to-date. Ensure that there is more than one person at the district slated to receive reports, and that they understand the responsibilities associated with this role.
- These reports contain *confidential information*. They are only available for a limited time and any printouts must also be destroyed.

If you have any questions about security tasks in general or the Records Retention process specifically, send them to acceptable-use@ocfs.state.ny.us.

To determine the recipients of the two Records Retention reports in your district, or to update recipients, contact the CONNECTIONS Communications Mailbox at connections@ocfs.ny.gov

April 26-May 2, 2013

Weekly System Maintenance

Due to regularly scheduled maintenance, the CONNECTIONS application will not be available on:

- **Friday, 4/26**
from
4 AM to 7 AM
- **Wednesday, 5/01**
from
4 AM to 7 AM
- **Friday, 5/03**
from 4 AM to 7
AM

CONNECTIONS Intranet Site: <http://ocfs.state.nyenet/connect/>

CONNECTIONS Internet Site: <http://ocfs.ny.gov/connect/>