



CONNECTIONS Weekly Technical Bulletin

April 05-11, 2013

Weekly System Maintenance

System Outage Rescheduled for Friday, April 12th

The postponed system outage to the CONNECTIONS application has been rescheduled for Friday, April 12, from **10 PM to 2 AM**. This routine system maintenance will be transparent to users and will not affect application functionality.

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

- **Friday, 4/05 from 4 AM to 7 AM**
- **Wednesday, 04/10 from 5 AM to 7 AM**
- **Friday, 4/12 from 5 AM to 7 AM**
- **Friday, 4/12 from 10 PM to 2 AM**

CONNECTIONS Training Database Unavailable 4/04 and 4/05

The CONNECTIONS Training Database will be unavailable this Thursday and Friday, April 4th and 5th, due to routine maintenance and updates.

We apologize for any inconvenience.

Records Retention Update

The quarterly Records Retention cycle will take place over the weekend of 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 the case records be deleted.

Each local services 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 details, which is available on both the [intranet](#) and [internet](#).

In closing, there are two important points:

- It is important for each district to keep the list of workers who receive these reports up to date. Make sure there is more than one person at the district and that they understand the responsibilities related to them.
- 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 record retention reports in your district or to update recipients, contact the OCFS Communications mailbox at connections@ocfs.ny.gov