NYS OCFS

CONNECTIONS Weekly Technical Bulletin

August 02-08, 2013

Records Retention Cycle Scheduled for Weekend of August 9-11

The quarterly Records Retention cycle is scheduled for the weekend of August 9-11. This process leads to the expungement of Child Protective Services (CPS) electronic and hard copy case records pursuant to provisions provided for in 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.

If you wish to know who in your district receives the two records retention reports or to update recipients of the reports, contact the OCFS Communications mailbox at connectionsi@ocfs.ny.gov

Weekly System Maintenance

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

- **Friday, 8/02 from 4 AM to 7 AM**
- **Wednesday, 8/07 from 4 AM to 7 AM**
- **Friday, 8/09 from 4 AM to 7 AM**