



## CONNECTIONS Weekly Technical Bulletin

### Records Retention Scheduled for the Weekend of February 12

The next quarterly Records Retention cycle is scheduled to take place over the weekend of February 12, 2016.

The records retention quarterly cycle leads to the expungement of Child Protective electronic and hard copy case records pursuant to NYS Social Services Law, which specifies the precise periods that case material must be retained and when it is required to delete case records.

Each local district has identified individual recipients for receiving case listings in two reports:

- 1) The *To Be Expunged Report* notifies districts which cases are slated to be expunged so that they may review to be certain the expungement is appropriate.
- 2) The *Expungement Report* identifies cases that have been removed from CONNECTIONS, 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, available on the [Intranet](#) and [Internet](#).

If you have any questions about security tasks in general or the Records Retention process specifically, please send them to [acceptable.use@ocfs.ny.gov](mailto:acceptable.use@ocfs.ny.gov).

To determine the recipients of the two records retention reports in your district, contact the CONNECTIONS Application Help mailbox at [ocfs.sm.conn\\_app@ocfs.ny.gov](mailto:ocfs.sm.conn_app@ocfs.ny.gov).

February 12-18, 2016

### Weekly System Maintenance

Due to regularly scheduled maintenance, the CONNECTIONS application will be unavailable on:

- **Friday, February 12, from 4 a.m. to 7 a.m.**
- **Wednesday, February 17, from 4 a.m. to 7 a.m.**
- **Friday, February 19, from 4 a.m. to 7 a.m.**