



The Records Retention Process

Child Protective Services (CPS) records are required by law to be expunged at specific points:

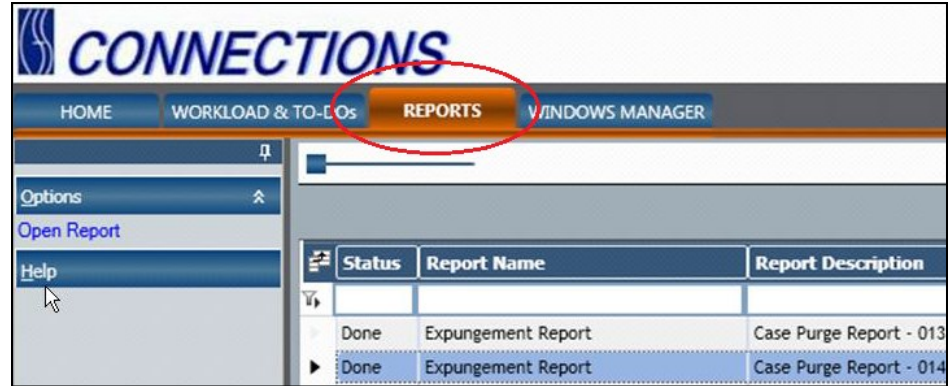
- Indicated CPS records must be expunged 10 years after the youngest child named in the report turns age 18;
- Legally sealed unfounded CPS reports must expunged 10 years from the date of Intake by the SCR; and
- CPS records that are ordered to be expunged pursuant to court decisions, fair hearings and administrative review also must be expunged as soon as a local district is informed of the decision.

Local districts are notified of pending expungements through the Records Retention process. Two reports are sent to local districts related to this process. 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. 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.

Each local district designates a staff person to receive these reports by completion of the Management Reports Update form. The form is available on the Forms page of the CONNECTIONS Internet site. The district's designee accesses the reports by clicking on the REPORTS tab on the main CONNECTIONS window, highlighting the desired report and clicking the Open Report link in the NAVIGATION PANE.

Both *To Be Expunged Reports* and *Expungement Reports* remain

available to the district's designee for 120 days from the date they are generated.



The To Be Expunged Report

The **To Be Expunged Report** is a preliminary list of the upcoming cases/stages to be purged at the end of the next 90 day cycle. The purpose of this report is to allow the local district to review the cases/stages slated for expungement, and to determine if there is a valid reason for the identified stage(s) to remain on file (e.g. the DOB for the youngest child was incorrectly reported). In addition, local districts will receive a letter from the State Central Register as well as a separate report informing them of cases to be expunged by fair hearing decisions and administrative reviews.

Actions to Take upon Receiving the Report

1. Review the stages/cases listed on the report within that 90 day timeframe.
2. Gather hard copies of cases/stages listed.

3. Review cases for accuracy.
4. Perform demographic updates/changes as needed.
5. For cases/stages that do not require updates, set aside for destruction upon receipt of the Expunged Report.



For step-by-step instructions on how to perform the various functions in Local Data Maintenance refer to the CONNECTIONS Step-by-Step Guide titled: Data Maintenance for CPS Workers (dated 6/13/06), Module 3: Local Data Maintenance.

The Expungement Report

The **Expungement Report** is a list of cases/stages that have been purged (removed) from the CONNECTIONS database. Depending on the volume of cases/stages to be expunged, the expungement process may be run over several days. Therefore, multiple *Expungement Reports* may display on the district's reports list for one purge cycle.

Actions to Take upon Receiving the Expungement Report

1. Review the stages/cases listed on the report.
2. Confidentially dispose of **ALL** paper files and **ALL** hard copies of records related to expunged reports.
3. Notify appropriate parties of the requirement to dispose of their paper files related to the expungement report.

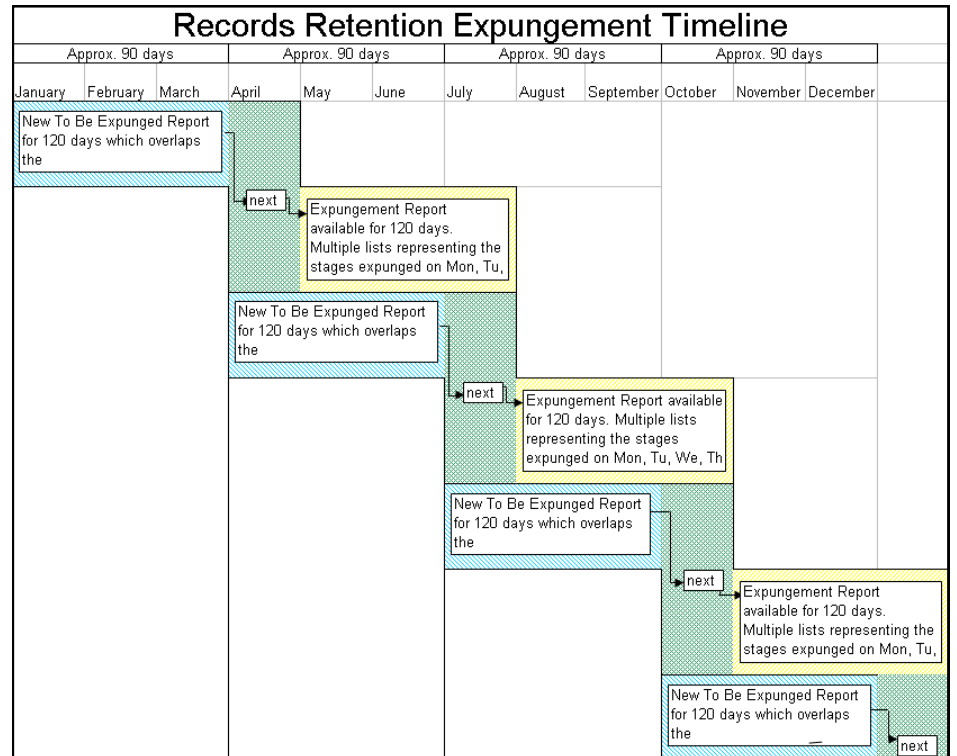


REMINDER: Delete and dispose of ALL copies of the Expungement Report.

Reports that Display on the Reports List

The Records Retention Expungement Timeline (at right) presents the schedule of when the *To Be Expunged* and *Expungement* reports will be generated. Reports that pertain to different cycles may

display on the district's Reports list at the same time. For example, a *To Be Expunged* Report generated on 1/1 will display on the REPORTS tab for 120 days (until about 5/1). The corresponding *Expungement* Report will be generated on 4/1 (and consecutive nights until the purge is complete) and remain on the REPORTS tab for 120 days (until about 8/1). A new *To Be Expunged* Report is generated on 4/5 (or whenever the purge cycle is complete) and displays on the REPORTS tab along with the current *Expungement* Report. The next purge cycle begins on 7/1 after which a new *To Be Expunged* Report is issued. During the month of July, both the new *To Be Expunged* report (issued 7/1) and the previous *To Be Expunged* Report (issued 4/5) will display along with the current *Expungement* Report (7/1) and the previous Expungement reports (4/1). The two sets of overlapping reports will likely display on the reports list for approximately 30 days.



Resources

- CONNECTIONS Job Aids and Tip Sheets:
<http://ocfs.state.nyenet/connect/jobaided/jobaided.asp>
- CONNECTIONS Regional Implementation Staff:
<http://ocfs.state.nyenet/connect/contact.asp>
- CONNECTIONS Application Help Mailbox:
ocfs.sm.conn_app@ocfs.state.ny.us
(NOTE: address contains an underline)
- CONNECTIONS Communications Mailbox:
connections@ocfs.ny.gov

ITS Enterprise Service Desk
1-800-697-1323