



CONNECTIONS Technical Bulletin

Records Retention Cycle: Rescheduled for Early May

The next quarterly Records Retention cycle has been rescheduled to tentatively take place in early May. A more detailed schedule will be made available in the next biweekly *CONNECTIONS Technical Bulletin*, released on May 4th.

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 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 that 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.

A tip sheet that outlines district tasks in more detail is available on the [Intranet](#) and [Internet](#).

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.

April 21—May 5

Weekly System Maintenance

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

- **Friday, April 21, from 4 a.m. to 7 a.m.**
- **Wednesday, April 26, from 4 a.m. to 7 a.m.**
- **Friday, April 28, from 4 a.m. to 7 a.m.**
- **Wednesday, May 3, from 4 a.m. to 7 a.m.**
- **Friday, May 5, from 4 a.m. to 7 a.m.**