



## CONNECTIONS Technical Bulletin

### Records Retention Cycle: Scheduled for Weekend of May 5

The next quarterly Records Retention cycle has been rescheduled to take place over the weekend of May 5.

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](mailto:ocfs.sm.conn_app@ocfs.ny.gov).**

May 5-18, 2017

### Weekly System Maintenance

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

- **Friday, May 5, from 4 a.m. to 7 a.m.**
- **Wednesday, May 10, from 4 a.m. to 7 a.m.**
- **Friday, May 12, from 4 a.m. to 7 a.m.**
- **Wednesday, May 17, from 4 a.m. to 7 a.m.**
- **Friday, May 19, from 4 a.m. to 7 a.m.**