



CONNECTIONS Bulletin

Records Retention: Scheduled for Weekend of November 13

The next quarterly Records Retention cycle is tentatively scheduled to take place over the weekend of November 13th. It will start Saturday, November 14th and will run through Sunday, November 15th.

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 of the following two reports:

- 1) The *To Be Expunged* report notifies districts when cases are slated for expungement 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 CONNECTIONS Communications at connections@ocfs.ny.gov



The Connections Team is here to help!

Resources

- As always, **CONNECTIONS Implementation Staff** will be available to offer on-site support as necessary. A Contact list of each district and agency's assigned implementation specialist can be found on the CONNECTIONS [Intranet](#) and [Internet](#) pages.
- ITS Service Desk—844-891-1786 or fixit@its.ny.gov

Questions, Comments or Suggestions

- Email Us: Connections@ocfs.ny.gov

CONNECTIONS

Intranet: <http://ocfs.state.nyenet/connect/>
Internet: <http://ocfs.ny.gov/connect>