



CONNECTIONS Technical Bulletin

Training Database Unavailable August 4th

Due to routine maintenance, the CONNECTIONS Training Database will be unavailable on Friday, August 4th, for the duration of the day.

Records Retention Tentatively Scheduled for Weekend of August 11th

The next quarterly Records Retention cycle is tentatively scheduled to begin the evening of Wednesday, August 9th, and continue each night through the weekend. All reports should be on the Reports tab in CONNECTIONS by the morning of Monday, August 14th, at the latest — some staff will receive them earlier.

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 which 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 the CONNECTIONS Application Help mailbox at ocfs.sm.conn_app@ocfs.ny.gov.

July 28—August 11

Weekly System Maintenance

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

- **Friday, July 28, from 4 a.m. to 7 a.m.**
- **Wednesday, August 2, from 4 a.m. to 7 a.m.**
- **Friday, August 4, from 4 a.m. to 7 a.m.**
- **Wednesday, August 9, from 4 a.m. to 7 a.m.**
- **Friday, August 11, from 4 a.m. to 7 a.m.**