

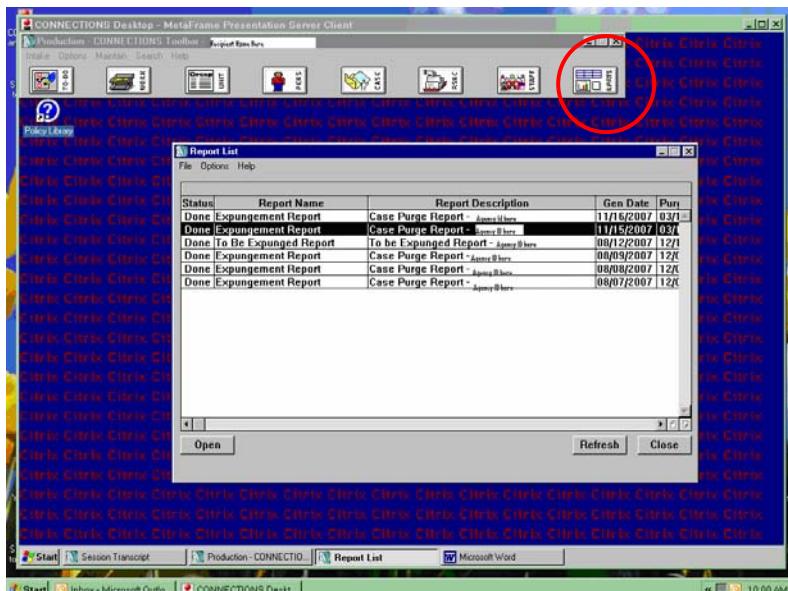
# CONNECTIONS Records Retention Tip Sheet

## Why do we do Records Retention?

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 18; legally sealed unfounded CPS reports (more commonly called Post-Elisa Law reports) must be expunged 10 years from the date of Intake by the SCR.

Expungement of CPS records related to court decisions, fair hearings and administrative review also must be done as local districts are informed. Local districts are notified of pending expungements through the Records Retention process. This notification alerts districts to review cases that are to be expunged. It further alerts districts when cases have been expunged from the CONNECTIONS database, and that copies of CPS records maintained by the district must also be destroyed.

There are two reports sent to the district related to this process. The *To Be Expunged Report* and the *Expungement Report* are delivered to the designated recipients' Reports icon in CONNECTIONS. Designated recipients are chosen by the local district and reported to OCFS by completion of the Management Reports Update form.



## What is 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 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). Districts have approximately 90 days to pull and review the stages/cases listed on the To Be Expunged Report. Local districts will receive a letter from the State Central Register as well as a separate report on the Reports ICON informing them of cases expunged by fair hearing decisions and administrative reviews.

## What Actions do I have to take after I receive the To Be Expunged Report?

1. Pull cases/stages listed.
2. Review cases for accuracy.
3. Perform demographic updates/changes as needed.
4. 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.

## What is the Expungement Report?

The Expungement Report is a list of stages and/or cases that have been purged (deleted) from the CONNECTIONS database 10 years after the youngest child named in the report turns 18 or, for legally sealed unfounded reports – 10 years from the date of Intake.

Depending on the volume of cases to be expunged, the Expungement Reports may be run over several days so users may see multiple Expungement Reports on their Reports icon in CONNECTIONS for one purge (deletion) cycle. The purge (deletion) program begins on Monday and continues on subsequent days until complete. The Expungement Report(s) are available for 120 days from the date they are generated. The To Be Expunged Report covering the next 90 day period is generated upon completion of the current purge (deletion) cycle and is available on the Reports Icon in CONNECTIONS for 120 days.

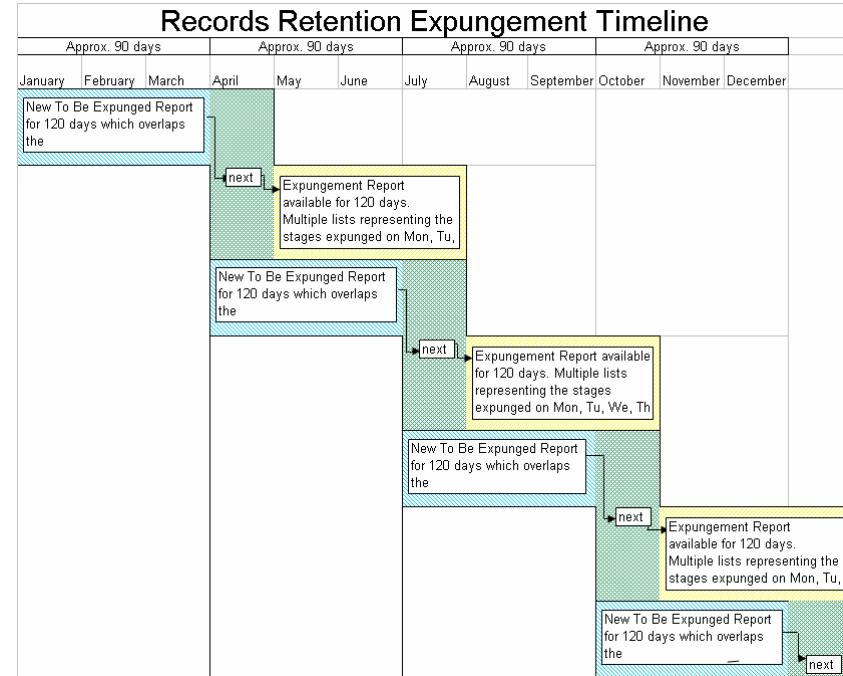
## What Actions do I have to take after I receive the Expungement Report?

1. Review pulled cases.
2. Confidentially dispose of **ALL** paper files and **ALL** hard copies of records related to expunged reports.
3. Notify any 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.

## What Reports will I see on my Reports List?

The chart represents the Schedule of when the To Be Expunged and the Related Expungement reports listed above will be available for staff to review. As you can see, there is an overlap when these reports are available. If the To Be Expunged report is issued on 1/1, it will be available for 120 days, until about 5/1. The Expungement Report for the same cases will be issued on 4/1 and consecutive nights until the purge is complete, so for the month of April both reports will be available. On 5/1 the 1/1 To Be Expunged Report will no longer display in the reports tab list. A new To Be Expunged report is produced on 4/5 (or whenever the purge cycle is complete) and will be sent to the report list where it will display, along with the current Expungement Report. These reports will remain on the report list for a total of 120 days-or until about 8/1. 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 be visible along with the current Expungement Report 7/1 and the previous Expungement reports (issued 4/1). It is likely that you will see both sets of report types (To Be Expunged, and Expungement reports for a total of 4 different Reports) listed on your Report Tab for approximately 30days.



### Resources:

CONNECTIONS Step-By-Step Guides: Data Maintenance for CPS worker:  
<http://ocfs.state.nyenet/connect/jobaides/>

CONNECTIONS Regional Implementation Staff:  
<http://ocfs.state.nyenet/connect/contact.asp>

CONNECTIONS Communications:  
[CONNECTIONSCommunications@dfa.state.ny.us](mailto:CONNECTIONSCommunications@dfa.state.ny.us)