

DATE: June 16, 2018

TO: Subscribers

SUGGESTED DISTRIBUTION: Commissioners, TA Directors, Staff Development
Coordinators

FROM: Jeffrey Gaskell, Assistant Deputy Commissioner
Employment and Income Support Programs

SUBJECT: Retention of Temporary Assistance Records

EFFECTIVE DATE: Immediately

CONTACT PERSON: Temporary Assistance Bureau at: (518) 474-9344

Pursuant to a Court Order, social services districts (districts) are directed to retain and preserve documents pertaining to Family Assistance (FA), Emergency Assistance to Needy Families with Children (EAF), Safety Net Assistance (SNA), Emergency Safety Net Assistance (ESNA), or Emergency Assistance to Adults (EAA) cases. Districts are to temporarily suspend purging such documents even if the minimum prescribed retention period has expired. This includes, but is not limited to, documents retained in the Imaging and Enterprise Document Repository (I/EDR), Docuware, General Client Inquiry (GCI), OnBase, One Viewer, other locally administered document repositories, and the caseload management systems such as NYC Work Accountability and You (NYCWAY) and Welfare to Work Caseload Management System (WTWCMS). This directive is effective immediately and will remain in effect until further notice. Further guidance is forthcoming.

Questions or concerns regarding this GIS should be directed to the OTDA TA Bureau at: (518) 474-9344.