

## **B Case Record Control (CARC) - Site Code to Site Code**

Only Office Support Staff and management may CARC cases from site code to site code. To transfer a case from site code to site code using CARC, complete the following:

- Ensure there are no outstanding notice situations on NORE, ACTS alerts, or overdue EWAL alerts. AZTECS does not allow CARC to transfer active and inactive cases from site code to site code when there are outstanding notices, ACTS alerts, or overdue EWAL alerts.

### **EXCEPTION**

AZTECS allows CARC to transfer cases in received status that have outstanding notices or overdue EWAL alerts, and cases with EWAL alerts that have due dates set in the future.

- Key the receiving office's three number site code in the SITE CODE field. (See [Local Offices By Site Code](#))

**NOTE** The sending office cannot key the unit and caseload of the receiving office. Staff in the receiving office key these fields. AZTECS assigns the case to the transfer unit and caseload (UNIT 9, CASELOAD 99).

ACHI indicates the CARC change action, and displays the sending and receiving local office site codes.