

.02 OST Central File Room Responsibilities

OST staff assigned to the [central file room](#) is responsible for completing all of the following functions:

- Maintaining the Central File Room in a clean and orderly manner.
- Maintaining the case files in alphabetical order.
- Setting up [historical case files](#).
- Completing accurate [case file purging](#) activities on an ongoing basis.
- Completing interoffice case file routing activities in a timely and accurate manner.
- Completing [case file transfers](#) using established procedures in a timely and accurate manner.

EXCEPTION

Hospital sites do not maintain a file room.