FAASOP.D Maintaining Case Files : 02 Organizing Case Files - Overview : C Organizing Case Files - Case File Label

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Each active and historical case file has a typed label listing the following information:

- Participants full name (last, first, middle initial)
- AZTECS Case Number

WARNING

When a name change occurs, change the name on the label of the active case file AND the <u>historical case file</u>.