

.01 Case File Receipt - Imaged Case Files

REVISION 01
(07/01/07 - 09/30/07)

When an [imaged case\(g\)](#) file is received, designated staff complete one of the following:

- When received by an office participating in the **DMS** project, complete all of the following:
Sign the Case File/Verification Transmittal (FA-556) form.
Send a copy of the signed FA-556 to the sending office.
Image the Case Record Transfer Checklist (FA-605) form into the [ViewCenter\(g\)](#).

Complete both of the following when hard copy [active case files](#) are received:

- Image any missing verification and the most recent application when it is not in the ViewCenter.
- Place the hard copy active case file in the [central file room](#).

Place the following in the central file room when received:

- [Active historical files](#).
- Inactive case files.

- When received by an office that does not participate in the DMS project, complete all of the following:

Sign the FA-556.

Send a copy of the signed FA-556 to the sending office.

Complete both of the following when hard copy active case files are received:

- Document CADO with additional information in the ViewCenter.
- Route the active case file to the appropriate location.

Place the following in the central file room when received:

- Active historical files and inactive case files.

(See [Change of Address](#) for additional procedures)