

02 Organizing Case Files - Overview

The current case file is the EI's desk file. The Current Active Case File contains the application and documentation for the current approval year.

When a new [approval year](#) begins, complete the following:

- Remove documents from [side two](#) and route them to the [central file room](#).
- The documents are to be filed in the [active historical file](#). The Active Historical File contains four years of documents.

When a closed case is reopened, purge the active case file using the previously listed procedures before filing the case file in the EI's desk file.

Policy and procedures regarding organizing case files is outlined as follows:

- [Case File Format Definitions](#)
- [Case File Format](#)
- [Case File Label](#)
- [Outside Front Cover](#)
- [Active Historical Files Format](#)
- [Cover Sheets](#)