

05 Central File Room Procedures – Overview

The central file room is used for the following:

- To maintain active, closed case files and [historical case files](#).
- To maintain transfers of case files.

Policy and procedures regarding the central file room are outlined as follows:

- [Case File Purging](#)
- [Case File Destruction](#)
- [Purging Active Case Files](#)

For information regarding the responsibilities of staff assigned to the central file room, see [OST File Room](#).

On a monthly basis, the active office case load must be reconciled based on the CR300. The Local Office Manager (LOM) designates staff to complete the reconciliation process.