11 Archives (ARCH) - Overview

ARCH allows closed cases to be archived to a specified box number. ARCH can be accessed from CLME.

The monthly Cases Scheduled for Archives (CR320) report includes all cases that have been closed for the period of time specified by policy, and that can be sent to storage. (See Purging Case Files) When the local office receives the CR320, each case listed must be reviewed for eligibility to be archived.

To archive a case, complete the following:

- Key the number of the box in which the case is to be archived in the BOX NUMBER field. The box number is assigned by the local office, and is displayed on CARC. The box number is used to select a case from the Records Center after the case file is sent to storage.

- Key the AZTECS case number of the closed case in the CASE NUMBER field.

- Key the first four letters of the AZTECS case last name in the CASE NAME field.

  NOTE   When AZTECS does not recognize the short version of the name and the AZTECS case number, the case number displays as highlighted.

- Press ENTER to archive. AZTECS automatically populates the AR Location Code in the FILE LOCATION field.

NOTE   AZTECS does not allow an active case to be archived.

WARNING

The following types of cases must NOT be archived:

- Cases that have a Program or Person Alert Code of OP or FR keyed on PRAP

- Case files that are marked as having outstanding overpayments

- Case files that are marked as being investigated for fraud

A monthly Record Transfer List (CR350) is sent to the local office providing a summary of the case files in each box. The report includes the following:

- Case names

- Close dates

- Disposal dates

- The Records Center ID number