

## .02 Case File Receipt - Non-imaged Case Files

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

When a non-imaged case file is received, designated staff completes 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 following into the [ViewCenter\(g\)](#) for [active case files](#):
  - ALL permanent verification.
  - The most current application and verification.Place the following in the [central file room](#):
  - Active case files after imaging.
  - [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.  
Route the active case files to the appropriate location.  
Place the following in the central file room:
  - Active historical files.
  - Inactive case files.

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