P-2113   Standard Case File System (Continued)

D.   Purging Case Files

At least once a year, purge case files of contents more than four years old (counting back four calendar years from the date the purging is being done). Use the date on which the form/material was completed to determine the four year time period. District offices may either devote a period of time once a year to purge all files, or may make this an ongoing process, by purging obsolete material as reviews and recertifications are completed.

1.   Shred the following material:

a.   All SDX's dated after June 16, 1975, except the most recent SDX.
b.   Forms, correspondence, and documentation which is more than four years old unless the material is still in effect. Refer to listing in P-2113 C.

NOTE: If the case is under investigation for fraud, or a fair hearing or court case is in progress, do not purge any material from the case file.

c.   The entire case file, if it has been closed or denied for more than four years. When one or more cartons of case files are discarded at one time, complete a AA-PR 26 (Records Disposition Notification Report) and forward to Administrative Services.

2.   Stamp the following material "Do Not Purge" and file it in section two, 2nd brad as long as the case file is retained (i.e., until case has been closed or denied for four years):

a.   Copies of Social Security and Medicare cards.
b.   Copies of Birth Certificates or Registrations.
c.   Copies of marriage/divorce/legal separation papers and support orders.
d.   Material concerning child support waivers - DSW 137W's, DSW 220W's.
e.   SRS 244's; SRS 305's
f.   Incapacity/Disability forms.
g.   GA/Reach Up Training/Employment Exemption Medical Report (DSW 210A)
h.   Copies of insurance policies.
i.   Work quarters documentation for ANFC-UP cases.
J.   VA or other pension award letters.

k.   All SDX's dated before June 16, 1975; the most recent SDX.
l.   All Bendex face sheets.
m.   DSW 202F (Citizenship/Legal Alien Statement) and related documentation.

If a case file expands into more than one volume, the above documents should be moved into the most current volume.