

P-2376 Electronic Case Files (continued)

P-2376C Mail (B21-08)

Any mail that comes into the district office should be scanned to the case manager and saved to the electronic file. Each district will need to create a process for this. There should be very few documents being sent through the mail. If you are regularly receiving mail, please review the documents you are receiving and develop a plan to receive them electronically. If you need help with this, please reach out to your supervisor or central office.