

P-2376 Electronic Case Files (continued)

P-2376F Paper Files and Notices (B21-08)

Paper files will no longer be created or added to and can continue to be purged according to the case file retention schedule found in Reach Up Services procedure P-2375E. Going forward, any paper documents that are received will need to be scanned and saved to the electronic participant case file.

Documents that have already been filed in the paper file do not need to be scanned and saved into the electronic file. If there is a document currently in the paper file that could be helpful if working remotely, make a plan to have that document scanned. This should only be done on a very limited basis.

Documents that are available in the Notice System do not need to be saved in the participant case file. They are available in ACCESS and do not need to be saved again.