

CHAPTER 5. SEPARATE FILE FOR FOLLOW-UP DOCUMENTS

- 5-1. RESPONSIBILITY. The Records Section shall be responsible for maintaining important forms and correspondence that are received for interfiling in the original case binder after the case binder has been forwarded to the Headquarters. The documents shall be maintained in a systematic and orderly arrangement so that they will be readily available to requestors until such time as they can be filed in the appropriate case binder.
- 5-2. RETRIEVAL OF SEPARATE FILE. The Records Section shall be responsible for retrieving particular documents from the separate file, upon request.
- 5-3. INTERFILING WITH ORIGINAL CASE BINDER. Whenever possible, the Records Section shall interfile documents of the separate file into the original case binder.
- 5-4. SUBMISSION OF LOOSE DOCUMENTS TO THE RECORDS SECTION.
 - a. Headquarters components and Field Offices should review all forms and correspondence to assure that only pertinent documents requiring interfiling in the case binder are sent to the Records Section.
 - b. If more than one document is sent to the Records Section, the documents should be arranged by numerical sequence (by PHA case number). All correspondence sent to the Records Section must have the relevant FHA case number clearly indicated on the first page of the correspondence.