

## IDENTIFYING AND REQUESTING PAPER CLAIMS FOLDERS

Identifying the need for a paper claim folder transfer and electronic conversion helps timeliness and currently ITF submission does not trigger a file transfer. Identifying these early can help ensure the claims folder is ready when the claim is made ready for decision. Contact your local IPC for help in identifying and requesting paper claims folders.

**REQUESTING:** [IPC Contact List](https://vawww.wiki.webdev.va.gov/index.php?title=IPC_Contact_list) at [https://vawww.wiki.webdev.va.gov/index.php?title=IPC\\_Contact\\_list](https://vawww.wiki.webdev.va.gov/index.php?title=IPC_Contact_list)

### IDENTIFICATION:

- There is no original claim documents in VBMS Documents OR Virtual VA
- A BIRLS Inquiry under the FOLDER LOCATION tab indicates the current location as
  - 376 RMC
  - A FRC storage (059 is common)
  - A RO number and COVERS indicates FILES and COVERS to help identify a paper claim folder needing scanning
- A COVERS location at a RO or AMC showing FILES usually indicates a paper claim folder is in the file banks

COVERS locations listed in the table below indicate when a paper claims folder is sent for scanning conversion, so there should be no need to request the file to be scanned.

COVERS Location	Description
DCSC1	Converted and stored at CSRA Newnan, GA
DCSC2	Converted and stored at CSRA Mt Vernon, KY
DCSS1	Converted and stored at SMS Janesville, WI
DCSS2	Converted by Records Management Center (RMC) and stored at SMS Janesville, WI
PALL01- PALL22	Converted and stored at RMC
VBMSRT	location for claim folders that exist only in VBMS
INVBMS	location for claim folders that exist only in VBMS
EFILE	location for claim folders that exist only in VBMS
INVVA	location for claim folders that exists in Virtual VA
NEWXFF	location for claim folders that exists in Virtual VA