5-04/000.40 - File Number Change / Master File Number

In the event that a file number is changed, that change shall be updated in PRELIMS as follows:

If the retention, year, sequential, reporting district, or stat code of an URN is changed, the URN in PRELIMS shall be updated to reflect these changes.

In the event that several cases are consolidated under a master file number, a case with the master file number shall be created in PRELIMS, and the consolidated cases shall be cross-referenced to the master file number in PRELIMS.