Corrections to the Introduction section of the Minnesota County General Records Retention Schedule

NOTE:
This electronic copy of the Minnesota General Records Retention Schedule for Counties was produced by Redwood County staff who digitized a paper version. Any handwritten notations or changes that appear on the pages of the schedule are not official.

The 2006 Legislature amended Minnesota Statutes, section 138.17, removing the Commissioner of Administration’s duty to perform functions related to records management. The changes became effective August 1, 2006. As a result of the legislative change, the Department of Administration / Information Policy Analysis Division (IPAD), will no longer respond to inquiries regarding records management.

Destruction Reporting:
- Effective August 1, 2001, records destruction reports do not need to be sent to the Minnesota Department of Administration and the Minnesota Historical Society (State Archives). Keep destruction reports for your own records.

Records Not on the General Schedule:
- An electronic copy of the PR-1 form (Application for Authority to Dispose of Records) is available online at the Minnesota State Archives’ web site (www.mnhs.org/statearchives).

- Records retention schedule forms are no longer available from the Minnesota Department of Administration. A blank form is available online at the Minnesota State Archives’ web site (www.mnhs.org/statearchives).

Resources:
- The Department of Administration no longer offers assistance with records management issues or records retention schedules. The Department’s Information Policy Analysis Division (www.ipad.state.mn.us) will assist with questions relating to privacy and other information policy laws.

- The Minnesota State Archives and the state’s Records Disposition Panel can be contacted as follows: State Archives, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, MN, 55102. 651.259.3260.

- The Association of Minnesota Counties can be contacted through its web site (www.mncounties.org/).

Schedule Updates:
- The Human Services / Public Welfare section of the schedule was updated by the Minnesota Department of Human Services in March 2002.

- A supplement to the schedule for Community Corrections was issued in January 1990.

February 2008
VETERANS SERVICE

July, 1988

CATEGORY DEFINITIONS

Records Series Description: A records series is a group of records filed together because they relate to a particular subject.

Enabling Authority: The statute or authorized power that states the record may be collected.

Data Class: This identifies records classified by the Government Data Practices Act or other state or federal law. The classification system includes: public, private, confidential, non-public or protected non-public. More than one classification may apply.

Citation for Classification: The statute or law which cites the data practices classification of the records series.

Pre/Post/Curr: Data collected prior to August, 1975 is PRE. Data collected after August, 1975 is POST. Data being currently collected is CURR.

Purpose and Use for Collection: The function of the records series.

Authorized Recipients: Those people authorized to use the records series according to its Data Practices classification.

Retention/Statute: The retention cited is the minimum amount of time a record must be kept. The stated retention does not include the year the record originates. For example, if Record A is filed by calendar year and it has a retention of 3 years, the disposal date for 1985 records is January, 1989. Statutes listed here cite specific retention periods for the records series.

Archival: If a Y, meaning yes, appears in this column these records are eligible for transfer to the State Archives in the Minnesota Historical Society after the retention period has expired or when the agency no longer has need for them. Contact the Division of Library and Archives of the Minnesota Historical Society for information on how to transfer archival records (612-296-6980 or toll free 1-800-652-9747).
<table>
<thead>
<tr>
<th>RECORDS SERIES DESCRIPTION</th>
<th>ENABLING AUTHORITY</th>
<th>DATA CLASS</th>
<th>CITATION FOR PRE-PUBLICATION PURPOSE AND USE</th>
<th>AUTHORIZED RECIPIENTS</th>
<th>RETENTION/STATUTE ARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 572/REQUEST FOR CHANGE OF ADDRESS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2) Update most current address and address</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>2. 1-9/APPEAL TO BOARD OF VETERAN APPEALS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2) To appeal Veteran Administration Board decisions as they apply to Veterans Administration benefits</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>3. 9-1606A/APPLICATION OF TOTAL DISABILITY/INCOME PROVISION (NON-MEDICAL)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2) Apply for disability income and benefits</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>4. 10-10/APPLICATION FOR MEDICAL BENEFITS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2) To apply for Veteran Administration medical benefits</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>5. 10-10d/APPLICATION FOR MEDICAL BENEFITS FOR DEPENDENTS OR SURVIVORS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2) To apply for Veteran Administration medical benefits by dependents and survivors</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>6. 10-10f/APPLICATION FOR MEDICAL BENEFITS ASSET-INSURANCE DATA</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2) To determine veteran assets</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>7. 10-10m/APPLICATION FOR MEDICAL BENEFITS MEDICAL CERTIFICATE AND HISTORY</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2) Doctors statement on veterans medical history</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>8. 10-10r/APPLICATION FOR READMISSION TO HOSPITAL OR DOMICILIARY</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2) Request readmission to a domiciliary or hospital</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASS</td>
<td>CITATION FOR CLASSIFICATION</td>
<td>POST FOR COLLECTION</td>
<td>PURPOSE AND USE</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------</td>
<td>------------</td>
<td>----------------------------</td>
<td>--------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>9. 10-583/CLAIM FOR PAYMENT OF COST OF UNAUTHORIZED MEDICAL SERVICES</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Request to be reimbursed for medical bills paid by veteran</td>
</tr>
<tr>
<td>10. 10-1394/APPLICATION FOR ADAPTIVE EQUIPMENT - MOTOR VEHICLE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Request to have motor vehicle converted to handicapped accessibility</td>
</tr>
<tr>
<td>11. 10-7079/REQUEST FOR OUTPATIENT MEDICAL SERVICES</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for outpatient services</td>
</tr>
<tr>
<td>12. 21-121/APPLICATION FOR BURIAL ALLOWANCE AND ACCRUED AMOUNTS PAYABLE AS REIMBURSEMENT</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Application by surviving family for financial reimbursement by Veteran Admin. for veteran's burial</td>
</tr>
<tr>
<td>13. 21-509/STATEMENT OF DEPENDENCY</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Statement of financial dependency on veteran</td>
</tr>
<tr>
<td>14. 21-524/STATEMENT OF PERSON CLAIMING TO HAVE STOOD IN RELATION OF PARENT</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td></td>
</tr>
<tr>
<td>15. 21-526/VETERAN'S APPLICATION FOR COMPENSATION OR PENSION</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Application for Veterans Admin. pension or compensation</td>
</tr>
<tr>
<td>16. 21-526e/VETERAN'S APPLICATION FOR COMPENSATION OR PENSION AT SEPARATION FROM SERVICE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td></td>
</tr>
<tr>
<td>17. 21-527/INCOME-NET WORTH AND EMPLOYMENT STATEMENT</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Statement on financial worth and employment status</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASS</td>
<td>CITATION FOR CLASSIFICATION</td>
<td>PRE POST CURR</td>
<td>PURPOSE AND USE</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>-----------------------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>18. 21-530/APPLICATION FOR BURIAL ALLOWANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Application for burial benefits</td>
<td>Surviving Spouse and Children, Veterans Administration</td>
</tr>
<tr>
<td>19. 21-534/APPLICATION FOR DEPENDENCE AND INDEMNITY COMPENSATION OR DEATH PENSION BY WIDOW OR CHILD</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Application for benefits to surviving family</td>
<td>Surviving Spouse and Children, Veterans Administration</td>
</tr>
<tr>
<td>20. 21-535/APPLICATION FOR DEPENDENCY AND INDEMNITY COMPENSATION BY PARENTS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Application for benefits by surviving parents</td>
<td>Surviving Parents, Veterans Administration</td>
</tr>
<tr>
<td>21. 21-551/APPLICATION FOR ACCRUED BENEFITS BY VETERAN'S WIDOW (WIDOWER), CHILD OR DEPENDENT PARENT</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Lump sum payment to surviving relatives</td>
<td>Surviving Spouse, Children or Dependent Parents, Veterans Administration</td>
</tr>
<tr>
<td>22. 21-601/APPLICATION FOR REIMBURSEMENT FROM ACCRUED AMOUNTS DUE A DECEASED BENEFICIARY</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Lump sum payments of benefits</td>
<td>Surviving Spouse and Children, Veterans Administration</td>
</tr>
<tr>
<td>23. 21-609/APPLICATION FOR AMOUNTS DUE ESTATES OF PERSONS ENTITLED TO BENEFITS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Lump sum payments of benefits</td>
<td>Surviving Spouse and Children, Veterans Administration</td>
</tr>
<tr>
<td>24. 21-614/APPLICATION FOR ACCRUED AMOUNTS OF VETERAN'S BENEFITS PAYABLE TO WIDOW, WIDOWER, CHILD OR DEPENDENT PARENTS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Application for ongoing benefits</td>
<td>Surviving Spouse, Children and Parents Veterans Administration</td>
</tr>
<tr>
<td>25. 21-651/ELECTION OF COMPENSATION OR PENSION IN LIEU OF RETIRED PAY OR WAIVER OF RETIRED PAY TO SECURE COMPENSATION OR PENSION FROM VETERANS ADMINISTRATION</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Given to carrier veterans upon leaving the military</td>
<td>Veterans, Veterans Administration</td>
</tr>
<tr>
<td>26. 21-674/REQUEST FOR APPROVAL OF SCHOOL ATTENDANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Request to attend school</td>
<td>Veterans, Veterans Administration</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASS</td>
<td>CITATION FOR PRE POST PURPOSE AND USE</td>
<td>AUTHORIZED RECIPIENTS</td>
<td>RETENTION/STATUTE/ARCH</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>--------------------</td>
<td>------------</td>
<td>--------------------------------------</td>
<td>------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>27. 21-686c/DECLARATION OF MARITAL STATUS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) School related increase in benefits</td>
<td>Veterans, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>28. 21-1775/STATEMENT OF DISAPPEARANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Substantial death benefits</td>
<td>Widows, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>29. 21-2680/EXAMINATION OF HOUSEHOLD STATUS OR NEED FOR REGULAR AID AND ATTENDANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Increase pension benefits</td>
<td>Veterans and Dependents, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>30. 21-4100/STATEMENT OF INCOME AND NET WORTH</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Evaluate net worth</td>
<td>Veterans and Dependents, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>31. 21-4103/INFORMATION FROM REMARRIED WIDOW</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Evaluate eligibility</td>
<td>Widow, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>32. 21-4138/STATEMENT IN SUPPORT OF CLAIM</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Cover letter</td>
<td></td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>33. 21-4142/AUTHORIZATION FOR RELEASE OF INFORMATION</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td></td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>34. 21-4165/PENSION CLAIM QUESTIONNAIRE FOR FARM INCOME</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Pension for farmers</td>
<td>Veterans, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>35. 21-4183/APPLICATION FOR DEPENDENCE AND INDEMNITY COMPENSATION BY CHILD</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Compensation by child</td>
<td>Dependents, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>36. 21-4185/REPORT OF INCOME FROM PROPERTY OR BUSINESS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Pension/compensation by business owners</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASSIFICATION</td>
<td>Curr Class.</td>
<td>Curr Class.</td>
<td>POST PURPOSE AND USE</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------</td>
<td>---------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>37. 21-4502 APPLICATION FOR AUTOMOBILE OR OTHER CONVEYANCE AND ADAPTIVE EQUIPMENT</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for handicapped automobile equipment</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>38. 21-4555/VETERAN'S INITIAL APPLICATION IN ACQUIRING SPECIALLY ADAPTED HOUSING</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Application for handicapped housing</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>39. 21-6783/REPORT OF INCOME FROM SALE OF PROPERTY (OLD LAW)</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Report of property sold</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>40. 21-6897/STATEMENT OF INCOME AND NET WORTH - DISABILITY</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Report of net worth</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>41. 21-6898/APPLICATION FOR AMOUNTS ON DEPOSIT FOR DECEASED VETERANS</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Report of income</td>
<td>Spouse, Veterans Administration</td>
</tr>
<tr>
<td>42. 21-8416/REQUEST FOR INFORMATION CONCERNING MEDICAL, LEGAL OR OTHER EXPENSES</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Report of expenses</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>43. 21-8416a/REQUEST FOR INFORMATION CONCERNING FAMILY UNUSUAL MEDICAL EXPENSES</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Report of medical expenses</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>44. 21-8478/APPLICATION FOR ANNUAL CLOTHING ALLOWANCE</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for clothing allowance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>45. 21-8796/STATEMENT OF TERMINATION OF MARITAL RELATIONSHIP</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Report of marriage status</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>46. 22-1900/DISABLED VETERAN'S APPLICATION FOR VOCATIONAL REHABILITATION</td>
<td>Priv 38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for voc-rehab</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASS</td>
<td>CITATION FOR POST FOR COLLECTION</td>
<td>PURPOSE AND USE</td>
<td>AUTHORIZED RECIPIENTS</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------</td>
<td>------------</td>
<td>----------------------------------</td>
<td>----------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>47. 22-1990/VETERAN'S APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Education request Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>48. 22-1990a/SERVICEMAN'S APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Education request Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>49. 22-1990p/SERVICEMAN'S APPLICATION FOR PRE-DISCHARGE EDUCATIONAL PROGRAM (PREP)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Education request Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>50. 22-1990t/APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Education request Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>51. 22-1995/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (CHAPTER 34)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for education change Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>52. 22-5490/APPLICATION FOR EDUCATIONAL ASSISTANCE (SON OR DAUGHTER)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for education Veteran, Children, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>53. 22-5490w/APPLICATION FOR EDUCATIONAL ASSISTANCE (SPOUSE, WIDOW OR WIDOWER)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for education Veteran, Spouse, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>54. 22-5495/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (SON OR DAUGHTER)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for education change Veteran, Children Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>55. 22-5495w/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (WIDOW OR WIDOWER WIFE OR HUSBAND)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Request for education change Veteran, Spouse, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>56. 22-5725/APPLICATION FOR EDUCATIONAL LOAN</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Financial assistance Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>Enabling Authority</td>
<td>Data Class</td>
<td>Citation for Classification Pre Post For Collection</td>
<td>Purpose and Use</td>
<td>Authorized Recipients</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>-----------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>57. 23-22/APPOINTMENT OF SERVICE ORGANIZATION AS CLAIMANT'S REPRESENTATIVE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Power of Attorney</td>
<td>Veteran, Dependents, 10 yrs.</td>
</tr>
<tr>
<td>58. 26-1802/APPLICATION FOR HOME LOAN GUARANTY OR INSURANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Home loan insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>59. 26-1802b/APPLICATION FOR HOME LOAN GUARANTY REFINANCING LOAN</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Refinancing loan</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>60. 26-1817/APPLICATION FOR DETERMINATION OF BASIC ELIGIBILITY - UNREMARIED WIDOW</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Loan eligibility</td>
<td>Widow, Veterans Administration</td>
</tr>
<tr>
<td>61. 26-1880/REQUEST FOR DETERMINATION OF ELIGIBILITY AND AVAILABLE LOAN GUARANTY ENTITLEMENT</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Loan eligibility</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>62. 26-6381/APPLICATION FOR RELEASE FROM PERSONAL LIABILITY TO THE GOVERNMENT ON A HOME LOAN</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Release of liability</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>63. 26-6382/STATEMENT OF PURCHASER OR OWNER ASSUMING SELLER'S LOAN</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Release of liability</td>
<td>Buyer of home, Veterans Administration</td>
</tr>
<tr>
<td>64. 26-3621/CERTIFICATE OF VETERAN'S STATUS FOR FHA LOAN</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Determine eligibility</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>65. 26-8641/APPLICATION FOR GUARANTY OF LOAN TO PURCHASE MOBILE HOME</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Determine eligibility</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>66. 29-336/DESIGNATION OF BENEFICIARY AND OPTIONAL SETTLEMENT</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASS</td>
<td>CITATION FOR CLASSIFICATION</td>
<td>PRE POST CURR FOR COLLECTION</td>
<td>PURPOSE AND USE</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>-----------------------------</td>
<td>-----------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>67. 29-352/APPLICATION FOR REINSTATEMENT (MEDICAL) (USBLI AND NSLI)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>68. 29-352a/SUPPLEMENTAL TO INSURANCE MEDICAL APPLICATION</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>69. 29-353a/APPLICATION FOR REINSTATEMENT (NON-MEDICAL - INSURANCE AGE 50 AND UNDER) (GOVERNMENT LIFE INSURANCE AND OR TBIP)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>70. 29-357/CLAIM FOR DISABILITY INSURANCE BENEFITS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>71. 29-358/APPLICATION FOR CONVERSION - GOVERNMENT LIFE INSURANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>72. 29-358a/APPLICATION FOR EXCHANGE TO SPECIAL ENDOWMENT AT AGE 96 PLAN - USBLI</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>73. 29-380/APPLICATION FOR PROTECTION OF COMMERCIAL LIFE INSURANCE POLICY (UNDER SOLDIER'S AND SAILOR'S CIVIL RELIEF ACT)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>74. 29-668/INSURANCE DEDUCTION AUTHORIZATION</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>75. 29-1546/APPLICATION FOR CASH SURRENDER VALUE - GOVERNMENT LIFE INSURANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196 MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASS</td>
<td>CITATION FOR CLASSIFICATION</td>
<td>CURR. POST FOR COLLECTION</td>
<td>PURPOSE AND USE</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>-----------------------------</td>
<td>---------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>76. 29-1547/AUTO POLICY LOAN - GOVERNMENT LIFE INSURANCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>77. 29-1606/AUTO POLICY TOTAL DISABILITY INCOME PROVISION (MEDICAL)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>78. 29-4125/AUTO PAYMENT FOR ON SUM PAYMENT (ALL POLICY PREFIXES)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>79. 29-4125a/AUTO CLAIM FOR MONTHLY PAYMENTS (NSLI)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>80. 29-4125k/AUTO CLAIM FOR MONTHLY PAYMENTS (USLII) (K PREFIX POLICIES ONLY)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>81. 29-4125-1 TABLE FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIX V AND H ONLY)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>82. 29-4125-2/TABLE FOR MONTHLY PAYMENTS (OPTION 2,3, AND 4 - POLICY PREFIX W ONLY)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>83. 29-4125-3/TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIX J, JR AND JS ONLY)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>84. 29-4125-4 TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIXES KS AND RH ONLY)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>85. 29-4125-5/TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIXES K ONLY)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv</td>
<td>MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASS</td>
<td>CITATION FOR CLASSIFICATION</td>
<td>PRE POST PURPOSE AND USE</td>
<td>AUTHORIZED RECIPIENTS</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------</td>
<td>------------</td>
<td>-----------------------------</td>
<td>--------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>86. 29-4337/Authorization for Release of Information from Insurance Records</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Dependents, Veterans Administration</td>
</tr>
<tr>
<td>87. 29-4564/Application for National Service Life Insurance (Medical) (RH)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>88. 29-8283/Claim for Death Benefits (SGLI and VGLI)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Surviving Beneficiary, Veterans Administration</td>
</tr>
<tr>
<td>89. 29-8283/Request for Insurance</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>90. 29-8286/Servicemen's Group Life Insurance Election</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>91. 29-8405/Application for Ordinary Life Insurance (Replacement Insurance for Modified Life Reduced at Age 65)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>92. 29-8405a/Application for Ordinary Life Insurance (Replacement Insurance for Modified Life Reduced at Age 70)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>93. 29-8713/Application for SGLI (Retired Reservists)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>94. 29-8714/Application for VGLI (Submitted Within 120 Days of Separation)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Insurance</td>
<td>Veteran, Veterans Administration</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASS</td>
<td>CITATION FOR PRE POST PURPOSE AND USE</td>
<td>AUTHORIZED RECIPIENTS, RETENTION/STATUTE, ARCHIVE</td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------</td>
<td>------------</td>
<td>---------------------------------------</td>
<td>-------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>95. 29-8714-2/APPLICATION FOR VGLI (SUBMITTED WITHIN ONE YEAR FOLLOWING 120 DAYS AFTER SEPARATION)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Insurance Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>96. 29-8715/APPLICATION FOR VETERANS GROUP LIFE INSURANCE (VETERANS SEPARATED BEFORE AUGUST 1, 1974)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Insurance Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>97. 40-1530/APPLICATION FOR HEADSTONE OR MARKER</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Death Benefits Spouse and Children</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>98. 60-2008/APPLICATION FOR US FLAG FOR BURIAL PURPOSES</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Death Benefits Spouse and Children</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>99. 60-3288/REQUEST FOR AND CONSENT TO RELEASE OF INFORMATION FROM CLAIMANTS RECORDS</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Release of information Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
</tbody>
</table>

**DEPARTMENT FORMS**

<table>
<thead>
<tr>
<th>RECORDS SERIES DESCRIPTION</th>
<th>ENABLING AUTHORITY</th>
<th>DATA CLASS</th>
<th>CITATION FOR PRE POST PURPOSE AND USE</th>
<th>AUTHORIZED RECIPIENTS, RETENTION/STATUTE, ARCHIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>100. DD-3/APPLICATION FOR GOLD STAR LAPEL BUTTON</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Military records Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>101. DD-149/APPLICATION FOR CORRECTION OF MILITARY OR NAVAL RECORD</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Military records Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>102. DD-293/APPLICATION FOR REVIEW OF DISCHARGE OR SEPARATION FROM THE ARMED FORCES OF THE US</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Military records Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
<tr>
<td>103. DD-1172/APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2) Military records Veteran and Spouse, Veterans Administration</td>
<td>10 yrs. N</td>
</tr>
</tbody>
</table>
## Veterans Service

### County General Records Retention Schedule

<table>
<thead>
<tr>
<th>RECORDS SERIES DESCRIPTION</th>
<th>ENABLING AUTHORITY</th>
<th>DATA CLASS</th>
<th>CITATION FOR PRE POST PURPOSE AND USE</th>
<th>AUTHORIZED RECIPIENTS</th>
<th>RETENTION/STATUTE/ARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>104. DD-1801/SURVIVOR BENEFIT PLAN ELECTION CERTIFICATE - BY EXISTING RETIREE (P.L. 92-425)</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Military records Spouse, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>105. DD-1882/SURVIVOR BENEFIT PLAN ELECTION CHANGE (P.L. 92-425)</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Military records Spouse, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>106. DD-1883/SURVIVOR BENEFIT PLAN ELECTION CERTIFICATE (P.L. 92-425)</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Military records Spouse, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>107. DD-1884/SURVIVOR BENEFIT PLAN APPLICATION FOR ANNUITY (P.L. 92-425)</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Military records Spouse, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>108. DD-1885/SURVIVOR BENEFIT PLAN MINIMUM INCOME CLAIM (P.L. 92-425)</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Military records Spouse, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>109. SF-180/REQUEST PERTAINING TO MILITARY RECORDS</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Military records Veteran, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
</tbody>
</table>

### Miscellaneous Forms of Other Government Agencies

<table>
<thead>
<tr>
<th>RECORDS SERIES DESCRIPTION</th>
<th>ENABLING AUTHORITY</th>
<th>DATA CLASS</th>
<th>CITATION FOR PRE POST PURPOSE AND USE</th>
<th>AUTHORIZED RECIPIENTS</th>
<th>RETENTION/STATUTE/ARCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>110. BC-606/APPLICATION FOR SEARCH OF CENSUS RECORDS</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Social Security Veteran, Spouse and Children, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>111. HA-501/REQUEST FOR HEARING - SOCIAL SECURITY ADMINISTRATION</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Social Security Veteran, Spouse and Children, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>112. SSA-1696/APPOINTMENT OF REPRESENTATIVE SOCIAL SECURITY ADMINISTRATION</td>
<td>38 CFR Priv 0.735 et seq.</td>
<td>MS 196</td>
<td>Social Security Veteran, Spouse and Children, Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
</tbody>
</table>
| RECORDS SERIES DESCRIPTION | ENABLING AUTHORITY | DATA CLASS | CITATION FOR PRE POST PURPOSE AND USE | AUTHORIZED RECIPIENTS | RETENTION/STATUTE | ARCH
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>113. HA-520/REQUEST FOR REVIEW OF HEARING EXAMINER'S ACTION - SOCIAL SECURITY ADMINISTRATION</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.063(2)</td>
<td>Social Security</td>
<td>Veterans, Spouse and Children, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>114. SSA-561/REQUEST FOR RECONSIDERATION - SOCIAL SECURITY ADMINISTRATION</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.063(2)</td>
<td>Social Security</td>
<td>Veterans, Spouse and Children, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>115. SF-223/POWER OF ATTORNEY BY INDIVIDUAL TO A BANK FOR THE COLLECTION OF CHECKS DRAWN ON THE TREASURER OF THE US</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td></td>
<td></td>
<td>10 yrs.</td>
</tr>
<tr>
<td>116. CSC-307/DESIGNATION OF REPRESENTATIVE (US CIVIL SERVICE COMMISSION)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td></td>
<td></td>
<td>10 yrs.</td>
</tr>
<tr>
<td>117. SF-15/CLAIM FOR 10-POINT VETERAN PREFERENCE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Veterans preference</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>118. SF-170/APPLICATION FOR FEDERAL EMPLOYMENT</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Employment application</td>
<td>Veteran, Spouse and Children, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>119. POD-3575/CHANGE OF ADDRESS ORDER (POST OFFICE)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Change of address</td>
<td>Veteran, Spouse and Children, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>120. S5A-6751/ORDER FOR PHOTOCOPIES CONCERNING VETERAN (RECORDS OF VETERANS WHO SERVED IN THE US OR CONFEDERATE ARMED FORCES PRIOR TO WW I)</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Copies of records</td>
<td>Veteran, Spouse and Children, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>121. MA-7-53/APPLICATION FOR AWARD OF EXEMPLARY REHABILITATION CERTIFICATE</td>
<td>38 CFR 0.735 et seq.</td>
<td>Priv MS 196</td>
<td>MS 197.603(2)</td>
<td>Rehabilitation benefits</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASSIFICATION</td>
<td>CIVILIAN PUBLICATION</td>
<td>PURPOSE AND USE</td>
<td>AUTHORIZED RECIPIENTS</td>
<td>RETENTION/STATUTE</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------</td>
<td>---------------------</td>
<td>----------------------</td>
<td>-----------------</td>
<td>-----------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>122. FESC-289/APPLICATION FOR PRISONERS OF WAR COMPENSATION UNDER PUBLIC LAW 91-289 (FOREIGN CLAIMS SETTLEMENT COMMISSION OF THE US)</td>
<td>38 CFR 0.735 et seq.</td>
<td>MS 196</td>
<td>197.603(2)</td>
<td>POW benefits</td>
<td>Veteran, Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>Information gathered through Agent Orange Information and Assistance Act.</td>
<td>MS 196.19- .26</td>
<td>Conf MS 196.25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>123. DVA 0001-02 PARTS 1 AND 2 APPLICATION FOR SUBSISTENCE AND/OR MEDICAL BENEFITS</td>
<td>MS 196&amp;197</td>
<td>Priv MS 197</td>
<td></td>
<td>Application and/or continuing entitlement to benefits</td>
<td>Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>124. DVA 00025-02/BUDGET WORK SHEET</td>
<td>MS 196&amp;197</td>
<td>Priv MS 197</td>
<td></td>
<td>Application and/or continuing entitlement to benefits</td>
<td>Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>125. DVA 14a/REPORT OF INVESTIGATION</td>
<td>MS 196&amp;197</td>
<td>Priv MS 197</td>
<td></td>
<td>Application and/or continuing entitlement to benefits</td>
<td>Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>126. DVA - 101/ELIGIBILITY BOARD ACTION, BUDGET Duplicate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10 yrs.</td>
</tr>
<tr>
<td>127. DVA 106/MONTHLY INCOME REPORT - Duplicate.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10 yrs.</td>
</tr>
<tr>
<td>128. DVA 204-205/AUTHORIZATION FOR RELEASE OF INFORMATION</td>
<td>MS 196&amp;197</td>
<td>Priv MS 197</td>
<td></td>
<td>Application and/or continuing entitlement to benefits</td>
<td>Veterans Administration</td>
<td>10 yrs.</td>
</tr>
<tr>
<td>129. DVA 207 AND 270/VOUCHER TO PAY VENDOR FOR SERVICES Duplicate.</td>
<td>Priv</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10 yrs.</td>
</tr>
<tr>
<td>RECORDS SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASSIFICATION</td>
<td>POST PURPOSE AND USE</td>
<td>AUTHORIZED RECIPIENTS/RETENTION/STATUTE/ARCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------------</td>
<td>---------------------</td>
<td>---------------------</td>
<td>--------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VETERANS SERVICE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COUNTY GENERAL RECORDS RETENTION SCHEDULE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>130. DVA 259/BUDGET AND HOME VISIT - REPORTS Duplicate.</td>
<td>Priv</td>
<td></td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>131. DVA 260/MEDICAL REPORT AND REPORTS FROM DOCTORS, HOSPITALS Duplicate.</td>
<td>Priv</td>
<td></td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>132. BILLING SUBMITTED TO D.V.A. FOR PAYMENT. I.E., ELECTRICITY, FUEL, SHELTER, RUBBISH Copies.</td>
<td>Priv</td>
<td></td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>133. CONVERSATIONS BY PHONE OR PERSONAL CONTACTS Notes in file.</td>
<td>Priv</td>
<td></td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>134. COUNTY COURT, PROBATE DIVISION, PETITION FOR JUDICIAL COMMITMENT - Duplicate.</td>
<td>Priv</td>
<td></td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>135. DAILY CONTACT SHEETS</td>
<td>Priv</td>
<td></td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>136. GENERAL CORRESPONDENCE Duplicate, Vet/Dep. to V.A., or State of Minnesota, Department of Veterans Affairs.</td>
<td>Priv</td>
<td></td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>137. INCOME QUESTIONNAIRE Copy.</td>
<td>MS 196 Priv MS 197</td>
<td>Appl. and/or continuing entitlement to Veterans Administration benefits</td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>138. MONTHLY REPORTS Compiled of information on daily contact sheets.</td>
<td>Priv</td>
<td></td>
<td>10 yrs.</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECORD SERIES DESCRIPTION</td>
<td>ENABLING AUTHORITY</td>
<td>DATA CLASSIFICATION</td>
<td>PRE POST PURPOSE AND USE</td>
<td>AUTHORIZED RECIPIENTS</td>
<td>RETENTION/STATUTE/arch.</td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------------</td>
<td>---------------------</td>
<td>--------------------------</td>
<td>------------------------</td>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>139. STATEMENT IN SUPPORT OF CLAIM</td>
<td>MS 196, MS 197</td>
<td>Priv MS 197</td>
<td>Appl. and/or continuing entitlement to benefits</td>
<td>Veterans Administration</td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>140. SUBMISSION LETTERS TO STATE OF MINNESOTA, DEPT. OF VETERANS AFFAIRS, REGIONAL CENTER GOVERNMENT OFFICE</td>
<td>Priv</td>
<td></td>
<td></td>
<td></td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>141. V.A. ANNUAL INCOME QUESTIONNAIRE CARDS, REPORT OF INCOME BY CALENDAR YEAR Duplicate.</td>
<td>Priv</td>
<td></td>
<td></td>
<td></td>
<td>10 yrs. N</td>
<td></td>
</tr>
<tr>
<td>142. VETERANS INDEX CARD</td>
<td>Priv</td>
<td></td>
<td></td>
<td></td>
<td>10 yrs. N</td>
<td></td>
</tr>
</tbody>
</table>

**See other sections of this general schedule for record series not listed here.**

***This schedule supersedes the 1979 Minnesota Association of County Veteran Service Officers Records Retention Schedule.***