

Veterans Service Commission Retention Schedule (Draft)

This schedule lists records commonly found in the office of the Veterans' Service Commission. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

Record Series	Description	Retention
Annual Budget	Fiscal allocation to the department for a fiscal year.	3 years provided official copy retained in fiscal office/ otherwise permanent
Applications For Headstones	Applications for a Government headstone or marker for the grave of a deceased eligible Veteran.	3 years
Assistance Case Files	Office records documenting assistance with federal Veterans' benefits for county military veterans.	5 years after last activity
Benefit Pamphlets	Pamphlets describing benefits available to qualifying military veterans.	Until superseded
Board Minutes/Journal	Official copy of proceedings of regular and special meetings of the Veterans' Services Commission.	Permanent
Bonus Applications	Applications for a bonus to veterans of certain designated campaigns.	1 year after claim is approved or rejected
Burial Applications	Requests for burial in a Department of Veterans Affairs (VA) national cemetery.	3 years
Burial Records	Records of burials in a Department of Veterans Affairs (VA) national cemetery.	Permanent
Discharges	Copies of DD214s and WD-AGO5355S- military discharge papers for county military veterans.	Permanent
Financial Aid Records	Records pertaining to financial aid transactions of the office.	Permanent Appraise for Historical Value

Record Series	Description	Retention
Flags/Flag Holders	Record of numbers of flag holders issued to each American Service Organization.	2 years
Grave Marker Records	Documents placement of a Government headstone or marker for the grave of a deceased eligible Veteran.	Permanent
Government Office of Veterans' Affairs Report	Report that Veterans' Services sends annually to the State Government Office of Veterans' Affairs.	1 copy Permanent
Index to Case Files	Index of office records documenting contacts with county military veterans.	Permanent

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