

# 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](http://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](http://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](http://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/](http://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.

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).

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
1. 572/REQUEST FOR CHANGE OF ADDRESS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	Update most current address	Veteran, Veterans Administration	10 yrs.	N
2. 1-9/APPEAL TO BOARD OF VETERAN APPEALS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	To appeal Veteran Administration Board decisions as they apply to Veterans Administration benefits	Veteran, Veterans Administration	10 yrs.	N
3. 9-1606A/APPLICATION OF TOTAL DISABILITY/INCOME PROVISION (NON-MEDICAL)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	Apply for disability income	Veteran, Veterans Administration	10 yrs.	N
4. 10-10/APPLICATION FOR MEDICAL BENEFITS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	To apply for Veteran Administration medical benefits	Veteran, Veterans Administration	10 yrs.	N
5. 10-10d/APPLICATION FOR MEDICAL BENEFITS FOR DEPENDENTS OR SURVIVORS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	To apply for Veteran Administration medical benefits by dependents and survivors	Veteran, Veterans Administration	10 yrs.	N
6. 10-10f/APPLICATION FOR MEDICAL BENEFITS ASSET-INSURANCE DATA	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	To determine veteran assets	Veteran, Veterans Administration	10 yrs.	N
7. 10-10m/APPLICATION FOR MEDICAL BENEFITS MEDICAL CERTIFICATE AND HISTORY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	Doctors statement on veterans medical history	Veteran, Veterans Administration	10 yrs.	N
8. 10-10r/APPLICATION FOR READMISSION TO HOSPITAL OR DOMICILIARY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)	Request readmission to a domiciliary or hospital	Veteran, Veterans Administration	10 yrs.	N

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9. 10-583/CLAIM FOR PAYMENT OF COST OF UNAUTHORIZED MEDICAL SERVICES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request to be reimbursed for medical bills paid by veteran	Veteran, Veterans Administration	10 yrs.	N
10. 10-1394/APPLICATION FOR ADAPTIVE EQUIPMENT - MOTOR VEHICLE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request to have motor vehicle converted to handi-capped accessibility	Veteran, Veterans Administration	10 yrs.	N
11. 10-7079/REQUEST FOR OUTPATIENT MEDICAL SERVICES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for outpatient services	Veteran, Veterans Administration	10 yrs.	N
12. 21-121/APPLICATION FOR BURIAL ALLOWANCE AND ACCRUED AMOUNTS PAYABLE AS REIMBURSEMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application by surviving family for financial reimbursement by Veteran Admin. for veterans burial	Survivors, Veterans Administration	10 yrs.	N
13. 21-509/STATEMENT OF DEPENDENCY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Statement of financial dependency on veteran	Veterans or Survivors	10 yrs.	N
14. 21-524/STATEMENT OF PERSON CLAIMING TO HAVE STOOD IN RELATION OF PARENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)				10 yrs.	N
15. 21-526/VETERAN'S APPLICATION FOR COMPENSATION OR PENSION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for Veterans Admin. pension or compensation	Veteran, Veterans Administration	10 yrs.	N
16. 21-526e/VETERAN'S APPLICATION FOR COMPENSATION OR PENSION AT SEPARATION FROM SERVICE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)			Veteran, Veterans Administration	10 yrs.	N
17. 21-527/INCOME-NET WORTH AND EMPLOYMENT STATEMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Statement on financial worth and employment status	Veteran, Veterans Administration	10 yrs.	N

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18. 21-530/APPLICATION FOR BURIAL ALLOWANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for burial benefits	Surviving Spouse and Children, Veterans Administration	10 yrs.	N
19. 21-534/APPLICATION FOR DEPENDENCE AND INDEMNITY COMPENSATION OR DEATH PENSION BY WIDOW OR CHILD	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for benefits to surviving family	Surviving Spouse and Children, Veterans Administration	10 yrs.	N
20. 21-535/APPLICATION FOR DEPENDENCY AND INDEMNITY COMPENSATION BY PARENTS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for benefits by surviving parents	Surviving Parents, Veterans Administration	10 yrs.	N
21. 21-551/APPLICATION FOR ACCRUED BENEFITS BY VETERAN'S WIDOW (WIDOWER), CHILD OR DEPENDENT PARENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Lump sum payment to surviving relatives	Surviving Spouse, Children or Dependent Parents, Veterans Administration	10 yrs.	N
22. 21-601/APPLICATION FOR REIMBURSEMENT FROM ACCRUED AMOUNTS DUE A DECEASED BENEFICIARY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Lump sum payments of benefits	Surviving Spouse and Children, Veterans Administration	10 yrs.	N
23. 21-609/APPLICATION FOR AMOUNTS DUE ESTATES OF PERSONS ENTITLED TO BENEFITS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Lump sum payments of benefits	Surviving Spouse and Children, Veterans Administration	10 yrs.	N
24. 21-614/APPLICATION FOR ACCRUED AMOUNTS OF VETERAN'S BENEFITS PAYABLE TO WIDOW, WIDOWER, CHILD OR DEPENDENT PARENTS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for ongoing benefits	Surviving Spouse, Children and Parents Veterans Administration	10 yrs.	N
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	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Given to carrier veterans upon leaving the military	Veterans, Veterans Administration	10 yrs.	N
26. 21-674/REQUEST FOR APPROVAL OF SCHOOL ATTENDANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request to attend school	Veterans, Veterans Administration	10 yrs.	N

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27. 21-686c/DECLARATION OF MARITAL STATUS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		School related increase in benefits	Veterans, Veterans Administration	10 yrs.	N
28. 21-1775/STATEMENT OF DISAPPEARANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Substantial death benefits	Widows, Veterans Administration	10 yrs.	N
29. 21-2680/EXAMINATION OF HOUSEHOLD STATUS OR NEED FOR REGULAR AID AND ATTENDANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Increase pension benefits	Veterans and Dependents, Veterans Administration	10 yrs.	N
30. 21-4100/STATEMENT OF INCOME AND NET WORTH	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Evaluate net worth	Veterans and Dependents, Veterans Administration	10 yrs.	N
31. 21-4103/INFORMATION FROM REMARRIED WIDOW	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Evaluate eligibility	Widow, Veterans Administration	10 yrs.	N
32. 21-4138/STATEMENT IN SUPPORT OF CLAIM	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Cover letter		10 yrs.	N
33. 21-4142/AUTHORIZATION FOR RELEASE OF INFORMATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)				10 yrs.	N
34. 21-4165/PENSION CLAIM QUESTIONNAIRE FOR FARM INCOME	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Pension for farmers	Veterans, Veterans Administration	10 yrs.	N
35. 21-4183/APPLICATION FOR DEPENDENCE AND INDEMNITY COMPENSATION BY CHILD	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Compensation by child	Dependents, Veterans Administration	10 yrs.	N
36. 21-4185/REPORT OF INCOME FROM PROPERTY OR BUSINESS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Pension/compensation by business owners	Veteran, Veterans Administration	10 yrs.	N

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37. 21-4502 APPLICATION FOR AUTOMOBILE OR OTHER CONVEYANCE AND ADAPTIVE EQUIPMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for handi- capped automobile equipment	Veteran, Veterans Administration	10 yrs.	N
38. 21-4555/VETERAN'S INITIAL APPLICATION IN ACQUIRING SPECIALLY ADAPTED HOUSING	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Application for handicapped housing	Veteran, Veterans Administration	10 yrs.	N
39. 21-6783/REPORT OF INCOME FROM SALE OF PROPERTY (OLD LAW)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of property sold	Veteran, Veterans Administration	10 yrs.	N
40. 21-6897/STATEMENT OF INCOME AND NET WORTH - DISABILITY	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of net worth	Veteran, Veterans Administration	10 yrs.	N
41. 21-6898/APPLICATION FOR AMOUNTS ON DEPOSIT FOR DECEASED VETERANS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of income	Spouse, Veterans Administration	10 yrs.	N
42. 21-8416/REQUEST FOR INFORMATION CONCERNING MEDICAL, LEGAL OR OTHER EXPENSES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of expenses	Veteran, Veterans Administration	10 yrs.	N
43. 21-8416a/REQUEST FOR INFORMATION CONCERNING FAMILY UNUSUAL MEDICAL EXPENSES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of medical expenses	Veteran, Veterans Administration	10 yrs.	N
44. 21-8678/APPLICATION FOR ANNUAL CLOTHING ALLOWANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for clothing allowance	Veteran, Veterans Administration	10 yrs.	N
45. 21-8796/STATEMENT OF TERMINATION OF MARITAL RELATIONSHIP	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Report of marriage status	Veteran, Veterans Administration	10 yrs.	N
46. 22-1900/DISABLED VETERAN'S APPLICATION FOR VOCATIONAL REHABILITATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for voc-rehab	Veteran, Veterans Administration	10 yrs.	N

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47. 22-1990/VETERAN'S APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Education request	Veteran, Veterans Administration	10 yrs.	N
48. 22-1990a/SERVICEMAN'S APPLICATION FOR PROGRAM OF EDUCATION OR TRAINING	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Education request	Veteran, Veterans Administration	10 yrs.	N
49. 22-1990p/SERVICEMAN'S APPLICATION FOR PRE-DISCHARGE EDUCATIONAL PROGRAM (PREP)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Education request	Veteran, Veterans Administration	10 yrs.	N
50. 22-1990t/APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALIZED TUTORIAL ASSISTANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Education request	Veteran, Veterans Administration	10 yrs.	N
51. 22-1995/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (CHAPTER 34)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education change	Veteran, Veterans Administration	10 yrs.	N
52. 22-5490/APPLICATION FOR EDUCATIONAL ASSISTANCE (SON OR DAUGHTER)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education	Veterans, Children, Veterans Administration	10 yrs.	N
53. 22-5490w/APPLICATION FOR EDUCATIONAL ASSISTANCE (SPOUSE, WIDOW OR WIDOWER)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education	Veterans, Spouse, Veterans Administration	10 yrs.	N
54. 22-5495/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (SON OR DAUGHTER)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education change	Veterans, Children Veterans Administration	10 yrs.	N
55. 22-5495w/REQUEST FOR CHANGE OF PROGRAM OR PLACE OF TRAINING (WIDOW OR WIDOWER WIFE OR HUSBAND)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Request for education change	Veterans, Spouse, Veterans Administration	10 yrs.	N
56. 22-8725/APPLICATION FOR EDUCATIONAL LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Financial assistance	Veteran, Veterans Administration	10 yrs.	N

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57. 23-22/APPOINTMENT OF SERVICE ORGANIZATION AS CLAIMANT'S REPRESENTATIVE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Power of Attorney	Veteran, Dependents, Veterans Administration	10 yrs.	N
58. 26-1802/APPLICATION FOR HOME LOAN GUARANTY OR INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Home loan insurance	Veteran, Veterans Administration	10 yrs.	N
59. 26-1802b/APPLICATION FOR HOME LOAN GUARANTY REFINANCING LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Refinancing loan	Veteran, Veterans Administration	10 yrs.	N
60. 26-1817/APPLICATION FOR DETERMINATION OF BASIC ELIGIBILITY - UNREMARIED WIDOW	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Loan eligibility	Widow, Veterans Administration	10 yrs.	N
61. 26-1880/REQUEST FOR DETERMINATION OF ELIGIBILITY AND AVAILABLE LOAN GUARANTY ENTITLEMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Loan eligibility	Veteran, Veterans Administration	10 yrs.	N
62. 26-6381/APPLICATION FOR RELEASE FROM PERSONAL LIABILITY TO THE GOVERNMENT ON A HOME LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Release of liability	Veteran, Veterans Administration	10 yrs.	N
63. 26-6382/STATEMENT OF PURCHASER OR OWNER ASSUMING SELLER'S LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Release of liability	Buyer of home, Veterans Administration	10 yrs.	N
64. 26-8621/CERTIFICATE OF VETERAN'S STATUS FOR FHA LOAN	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Determine eligibility	Veteran, Veterans Administration	10 yrs.	N
65. 26-8641/APPLICATION FOR GUARANTY OF LOAN TO PURCHASE MOBILE HOME	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Determine eligibility	Veteran, Veterans Administration	10 yrs.	N
66. 29-336/DESIGNATION OF BENEFICIARY AND OPTIONAL SETTLEMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N

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				POST CURR				
67. 29-352/APPLICATION FOR REINSTATEMENT (MEDICAL) (USGLI AND NSLI)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
68. 29-352a/SUPPLEMENTAL TO INSURANCE MEDICAL APPLICATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
69. 29-353a/APPLICATION FOR REINSTATEMENT (NON-MEDICAL - INSURANCE AGE 50 AND UNDER) (GOVERNMENT LIFE INSURANCE AND OR TDIP)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
70. 29-357/CLAIM FOR DISABILITY INSURANCE BENEFITS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
71. 29-358/APPLICATION FOR CONVERSION - GOVERNMENT LIFE INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
72. 29-358a/APPLICATION FOR EXCHANGE TO SPECIAL ENDOWMENT AT AGE 96 PLAN - USGLI	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
73. 29-380/APPLICATION FOR PROTECTION OF COMMERCIAL LIFE INSURANCE POLICY (UNDER SOLDIER'S AND SAILOR'S CIVIL RELIEF ACT)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
74. 29-888/INSURANCE DEDUCTION AUTHORIZATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
75. 29-1546/APPLICATION FOR CASH SURRENDER VALUE - GOVERNMENT LIFE INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N

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76. 29-1547/APPLICATION FOR POLICY LOAN - GOVERNMENT LIFE INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
77. 29-1606/APPLICATION FOR TOTAL DISABILITY INCOME PROVISION (MEDICAL)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
78. 29-4125/CLAIM FOR ONE SUM PAYMENT (ALL POLICY PREFIXES)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Dependents, Veterans Administration	10 yrs.	N
79. 29-4125a/CLAIM FOR MONTHLY PAYMENTS (NSLI)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Dependents, Veterans Administration	10 yrs.	N
80. 29-4125k/CLAIM FOR MONTHLY PAYMENTS (USGLI) (K PREFIX POLICIES ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Dependents, Veterans Administration	10 yrs.	N
81. 29-4125-1 TABLE FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIX V AND H ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
82. 29-4125-2/TABLE FOR MONTHLY PAYMENTS (OPTION 2,3, AND 4 - POLICY PREFIX W ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
83. 29-4125-3/TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIX J, JR AND JS ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
84. 29-4125-4 TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIXES RS AND RH ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
85. 29-4125-5/TABLES FOR MONTHLY PAYMENTS (OPTIONS 2,3, AND 4 - POLICY PREFIXES K ONLY)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N

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86. 29-4337/AUTHORIZATION FOR RELEASE OF INFORMATION FROM INSURANCE RECORDS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Dependents, Veterans Administration	10 yrs.	N
87. 29-4364/APPLICATION FOR NATIONAL SERVICE LIFE INSURANCE (MEDICAL) (RH)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
88. 29-8283/CLAIM FOR DEATH BENEFITS (SGLI AND VGLI)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Surviving Beneficiary, Veterans Administration	10 yrs.	N
89. 29-8285/REQUEST FOR INSURANCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
90. 29-8286/SERVICEMEN'S GROUP LIFE INSURANCE ELECTION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
91. 29-8485/APPLICATION FOR ORDINARY LIFE INSURANCE (REPLACEMENT INSURANCE FOR MODIFIED LIFE REDUCED AT AGE 65)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
92. 29-8485a/APPLICATION FOR ORDINARY LIFE INSURANCE (REPLACEMENT INSURANCE FOR MODIFIED LIFE REDUCED AT AGE 70)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
93. 29-8713/APPLICATION FOR SGLI (RETIRED RESERVISTS)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
94. 29-8714/APPLICATION FOR VGLI (SUBMITTED WITHIN 120 DAYS OF SEPARATION)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N

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95. 29-8714-2/APPLICATION FOR VGLI (SUBMITTED WITHIN ONE YEAR FOLLOWING 120 DAYS AFTER SEPARATION)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
96. 29-8715/APPLICATION FOR VETERANS GROUP LIFE INSURANCE (VETERANS SEPARATED BEFORE AUGUST 1, 1974)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Insurance	Veteran, Veterans Administration	10 yrs.	N
97. 40-1330/APPLICATION FOR HEADSTONE OR MARKER	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Death Benefits	Spouse and Children	10 yrs.	N
98. 60-2008/APPLICATION FOR US FLAG FOR BURIAL PURPOSES	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Death Benefits	Spouse and Children	10 yrs.	N
99. 60-3288/REQUEST FOR AND CONSENT TO RELEASE OF INFORMATION FROM CLAIMANTS RECORDS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Release of information	Veteran, Veterans Administration	10 yrs.	N
<u>DEFENSE DEPARTMENT FORMS</u>								
100. DD-3/APPLICATION FOR GOLD STAR LAPEL BUTTON	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran, Veterans Administration	10 yrs.	N
101. DD-149/APPLICATION FOR CORRECTION OF MILITARY OR NAVAL RECORD	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran, Veterans Administration	10 yrs.	N
102. DD-293/APPLICATION FOR REVIEW OF DISCHARGE OR SEPARATION FROM THE ARMED FORCES OF THE US	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran, Veterans Administration	10 yrs.	N
103. DD-1172/APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION AND PRIVILEGE CARD	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran and Spouse, Veterans Administration	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR				
104. DD-1881/SURVIVOR BENEFIT PLAN ELECTION CERTIFICATE - BY EXISTING RETIREE (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
105. DD-1882/SURVIVOR BENEFIT PLAN ELECTION CHANGE (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
106. DD-1883/SURVIVOR BENEFIT PLAN ELECTION CERTIFICATE (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
107. DD-1884/SURVIVOR BENEFIT PLAN APPLICATION FOR ANNUITY (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
108. DD-1885/SURVIVOR BENEFIT PLAN MINIMUM INCOME CLAIM (P.L. 92-425)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Spouse, Veterans Administration	10 yrs.	N
109. SF-180/REQUEST PERTAINING TO MILITARY RECORDS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Military records	Veteran, Veterans Administration	10 yrs.	N
<u>MISCELLANEOUS FORMS OF OTHER GOVERNMENT AGENCIES</u>								
110. BC-600/APPLICATION FOR SEARCH OF CENSUS RECORDS	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Social Security	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
111. HA-501/REQUEST FOR HEARING - SOCIAL SECURITY ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Social Security	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
112. SSA-1696/APPOINTMENT OF REPRESENTATIVE SOCIAL SECURITY ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Social Security	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
				POST CURR				
113. HA-520/REQUEST FOR REVIEW OF HEARING EXAMINER'S ACTION - SOCIAL SECURITY ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.063(2)		Social Security	Veterans, Spouse and Children, Veterans Administration	10 yrs.	N
114. SSA-561/REQUEST FOR RECONSIDERATION - SOCIAL SECURITY ADMINISTRATION	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.063(2)		Social Security	Veterans, Spouse and Children, Veterans Administration	10 yrs.	N
115. SF-223/POWER OF ATTORNEY BY INDIVIDUAL TO A BANK FOR THE COLLECTION OF CHECKS DRAWN ON THE TREASURER OF THE US	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)				10 yrs.	N
116. CSC-307/DESIGNATION OF REPRESENTATIVE (US CIVIL SERVICE COMMISSION)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)				10 yrs.	N
117. SF-15/CLAIM FOR 10-POINT VETERAN PREFERENCE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Veterans preference	Veteran, Veterans Administration	10 yrs.	N
118. SF-170/APPLICATION FOR FEDERAL EMPLOYMENT	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Employment application	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
119. POD-3575/CHANGE OF ADDRESS ORDER (POST OFFICE)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Change of address	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
120. GSA-6751/ORDER FOR PHOTOCOPIES CONCERNING VETERAN (RECORDS OF VETERANS WHO SERVED IN THE US OR CONFEDERATE ARMED FORCES PRIOR TO WW I)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Copies of records	Veteran, Spouse and Children, Veterans Administration	10 yrs.	N
121. MA-7-53/APPLICATION FOR AWARD OF EXEMPLARY REHABILITATION CERTIFICATE	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		Rehabilitation benefits	Veteran, Veterans Administration	10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
122. FCSC-289/APPLICATION FOR PRISONERS OF WAR COMPENSATION UNDER PUBLIC LAW 91-289 (FOREIGN CLAIMS SETTLEMENT COMMISSION OF THE US)	38 CFR 0.735 et seq.	Priv	MS 196 MS 197.603(2)		POW benefits	Veteran, Veterans Administration	10 yrs.	N
Information gathered through Agent Orange Information and Assistance Act.	MS 196.19-.26	Conf	MS 196.25					
123. DVA 0001-02 PARTS 1 AND 2 APPLICATION FOR SUBSISTENCE AND/OR MEDICAL BENEFITS	MS 196&197	Priv	MS 197		Application and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
124. DVA 00025-02/BUDGET WORK SHEET	MS 196&197	Priv	MS 197		Application and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
125. DVA 14a/REPORT OF INVESTIGATION	MS 196&197	Priv	MS 197		Application and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
126. DVA - 101/ELIGIBILITY BOARD ACTION, BUDGET Duplicate.							10 yrs.	N
127. DVA 106/MONTHLY INCOME REPORT - Duplicate.							10 yrs.	N
128. DVA 204-205/AUTHORIZATION FOR RELEASE OF INFORMATION	MS 196&197	Priv	MS 197		Application and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
129. DVA 207 AND 270/VOUCHER TO PAY VENDOR FOR SERVICES Duplicate.		Priv					10 yrs.	N

RECORDS SERIES DESCRIPTION	ENABLING AUTHORITY	DATA CLASS	CITATION FOR CLASSIFICATION	PRE POST CURR	PURPOSE AND USE FOR COLLECTION	AUTHORIZED RECIPIENTS	RETENTION/STATUTE	ARCH
130. DVA 259/BUDGET AND HOME VISIT - REPORTS Duplicate.		Priv					10 yrs.	N
131. DVA 260/MEDICAL REPORT AND REPORTS FROM DOCTORS, HOSPITALS Duplicate.		Priv					10 yrs.	N
132. BILLING SUBMITTED TO D.V.A. FOR PAYMENT. I.E., ELECTRICITY, FUEL , SHELTER, RUBBISH Copies.		Priv					10 yrs.	N
133. CONVERSATIONS BY PHONE OR PERSONAL CONTACTS Notes in file.		Priv					10 yrs.	N
134. COUNTY COURT, PROBATE DIVISION, PETITION FOR JUDICIAL COMMITMENT - Duplicate.		Priv					10 yrs.	N
135. DAILY CONTACT SHEETS		Priv					10 yrs.	N
136. GENERAL CORRESPONDENCE Duplicate, Vet/Dep. to V.A., or State of Minnesota, Department of Veterans Affairs.		Priv					10 yrs.	N
137. INCOME QUESTIONNAIRE Copy.	MS 196 MS 197	Priv	MS 197		Appl. and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
138. MONTHLY REPORTS Compiled of information on daily contact sheets.		Priv					10 yrs.	N

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				POST CURR				
139. STATEMENT IN SUPPORT OF CLAIM	MS 196 MS 197	Priv	MS 197		Appl. and/or continuing entitlement to benefits	Veterans Administration	10 yrs.	N
140. SUBMISSION LETTERS TO STATE OF MINNESOTA, DEPT. OF VETERANS AFFAIRS, REGIONAL CENTER GOVERNMENT OFFICE		Priv					10 yrs.	N
141. V.A. ANNUAL INCOME QUESTIONNAIRE CARDS, REPORT OF INCOME BY CALENDAR YEAR Duplicate.		Priv					10 yrs.	N
142. VETERANS INDEX CARD		Priv					10 yrs.	N

\*\*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.