

## Retention and Classification Report

**Agency:** Department of Human Services. Office of Veterans' Affairs (1257)

195 north 1950 west  
salt lake city, UT

**Records Officer:** \_\_\_\_\_

10343	*Discharged veterans list
02255	*Veterans' case files

**AGENCY:** Department of Human Services. Office of Veterans' Affairs

**SERIES:** 10343

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**TITLE:** Discharged veterans list

**DATES:** 1976-1979.

**ARRANGEMENT:** None

**DESCRIPTION:**

Filmed computer print-out of the names and addresses of those discharged from military service.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Department of Human Services. Office of Veterans' Affairs

**SERIES:** 2255

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**TITLE:** Veterans' case files

**DATES:** i 1973-1979.

**ARRANGEMENT:** Alphabetical by veteran's surname.

**DESCRIPTION:**

These files were used to help veterans or their dependents present claims against the United States or establish their rights to benefits, compensation, or privileges to which they are entitled under federal or state law. The files include information regarding requests for educational benefits, discharge upgrades, death benefits, loan guarantees, medical benefits (for veterans or dependents) and pensions. Most files begin with an information sheet of basic data collected by the agency: name, address, phone, social security number, service dates, date and place of birth, assistance needed, and who in the agency has been assigned as representative. Most files also have a memorandum of actions taken in the case. Beyond the basic data, content and extent of an individual file varies depending on the request. Much of the additional information consists of photocopies of federal military records.

Contents may include form letters, applications, copies of vital statistics records, copies of discharge papers, complete service record copies (generally if the individual requested a discharge upgrade to be eligible for benefits), medical records, power of attorney appointing the Veterans' Affairs Office as representative in a claim, and income data to prove eligibility.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in State Archives permanently.

**APPRAISAL:**

These records have historical value(s).

These records demonstrate the function of the Veterans' Affairs Office, a now defunct agency, and record the military, personal, and family history of many veterans in the state.

**AGENCY:** Department of Human Services. Office of Veterans' Affairs

**SERIES:** 2255

**TITLE:** Veterans' case files

(continued)

**PRIMARY DESIGNATION:**

Private

Permission to use the records must be obtained from the subjects of the records.