

Retention and Classification Report

Agency: Department of Veterans and Military Affairs (2754)

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#105
Salt Lake City, UT 84113
(801)326-2373

Records Officer: _____

28972	Executive correspondence
19958	Military discharge records
21964	*Outreach contract files
28979	The Veteran's Voice newsletter
21965	Veterans' benefit resource information records

AGENCY: Department of Veterans and Military Affairs

SERIES: 28972

3

TITLE: Executive correspondence

DATES: 2000-

ARRANGEMENT: Chronologically

DESCRIPTION:

The Division of Veteran and Military Affairs conduct and supervise all veteran activities within the state. (Utah Code 71-8-2(3)(a)(2016). Correspondence documents the executive decision-making process of the agency's appointed executive director and/or division directors and highlights the efforts made to support our veterans and their families.

RETENTION:

Permanent. Retain until separation

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Computer data files: Retain in Office until separation and then transfer to State Archives with authority to weed.

Paper: Retain in Office until separation and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records provide a historical context for the agency's development and direction.

AGENCY: Department of Veterans and Military Affairs

SERIES: 28972

TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Veterans and Military Affairs

SERIES: 19958

3

TITLE: Military discharge records

DATES: 1907-

ARRANGEMENT: Chronological by year thereunder alphabetical by surname.

DESCRIPTION:

These records support the agency's function to deliver responsive, well-planned, and effective services to veterans. The certificate of separation or discharge of duty form (DD214) issued to an individual upon discharge from the military is sent to the agency when requested by the subject of the records (32 CFR 45.3(e)(1)(iv)(2016)). Records validate veteran and dependant eligibility for benefits (32 CFR 45.4(a)(2016)).

RETENTION:

Permanent. Retain for 15 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2016

FORMAT MANAGEMENT:

Paper: Retain in Office until digitized and then transfer to State Records Center. Retain in State Records Center for 15 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office permanently.

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

APPRAISAL:

These records have administrative, and/or historical value(s). These records document the military service of Utah state residents, establish veteran status for benefits and other services, and provide genealogical and historical information future researchers.

AGENCY: Department of Veterans and Military Affairs

SERIES: 19958

TITLE: Military discharge records

(continued)

PRIMARY DESIGNATION:

Exempt 32 CFR 45.4(2016)

SECONDARY DESIGNATION(S):

Public. 62 years after the service member's separation from the military, per the National Archives and Records Administration.
(<https://www.archives.gov/st-louis/archival-programs/di>)

AGENCY: Department of Veterans and Military Affairs

SERIES: 21964

3

TITLE: Outreach contract files

DATES: 1993-2016.

ARRANGEMENT: Chronological by month.

DESCRIPTION:

These records are used for contracting with veterans agencies, specifically Disabled American Veterans, the American Legion, and the Veterans of Foreign Wars; to provide benefits and claims counseling for veterans throughout Utah. The outreach program is required by UCA 77-9-1 et.al.(1998) The files contain contracts, monthly travel reports from the veterans agencies, invoices, and correspondence.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).
This disposition is based on UCA 77-9-1 et.al.(1998).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 01/2017.

AGENCY: Department of Veterans and Military Affairs

SERIES: 28979

3

TITLE: The Veteran's Voice newsletter

DATES: 2000-

ARRANGEMENT: Chronologically.

DESCRIPTION:

The Department of Veterans and Military Affairs serves veterans and their families by opening doors to benefits, education, and jobs, while advocating for Utah's military bases and service members. The Newsletter provides informational articles related to veteran's issues and includes messages to veterans from partner institutions and governmental entities.

RETENTION:

Permanent. Retain until completion of publication or report

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until published and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office until published and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
These records document the efforts of the agency to serve Utah's community of veteran's and their families.

AGENCY: Department of Veterans and Military Affairs

SERIES: 28979

TITLE: The Veteran's Voice newsletter

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Veterans and Military Affairs

SERIES: 21965

3

TITLE: Veterans' benefit resource information records

DATES: 1992-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

The Department of Veterans and Military Affairs serves veterans and their families by opening doors to benefits, education, and jobs, while advocating for Utah's military bases and service members. These publications have been created to provide resource guides about the services and benefits available to Utah's veterans and their families and include the Veteran Benefit FactSheet, Legislature Information Cards, the Veteran's Resource Page, and any related publications.

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DISPOSITION:

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AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office until published and then transfer to State Archives with authority to weed.

APPRAISAL:

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These records document the efforts of the agency to serve Utah's community of veteran's and their families.

AGENCY: Department of Veterans and Military Affairs

SERIES: 21965

TITLE: Veterans' benefit resource information records

(continued)

PRIMARY DESIGNATION:

Public