

**STATE OF NORTH DAKOTA
DEPARTMENT OF VETERANS AFFAIRS
DEPARTMENT POLICIES**

SUBJECT: File Access – Hardship Assistance

RESCINDED:

POLICY NO:
414

DISTRIBUTION: : Department Personnel

EFFECTIVE:

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All records and papers pertaining or relating to applicants under the Hardship Assistance Grant Program shall be kept and maintained by the department. Information contained in the grant files may be made available to any party having an interest in such grant transactions.

A written request to view the department file along with the reason for the action will be submitted to the department. The person viewing the file must have a relevant purpose for the information. Upon authorization by the Commissioner of Veterans Affairs, the file will be made available at the agency location where the official file is kept. It shall be noted in the record the person reviewing the information and the date.

Administrative Committee members may have access to the grant files as part of their official function in overseeing the department of veterans affairs.