

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

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**SUBJECT:** IMPACT Hardship Assistance Grant - File Access

**POLICY NO:**  
602

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**DISTRIBUTION:** Department Personnel  
Veteran Service Officers

**EFFECTIVE:**  
09/15/2023

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1. All records and papers pertaining or relating to applicants under the Hardship Assistance Grant Program shall be kept and maintained by the department.  
Records retention policies and procedures shall be utilized.
2. Information contained in the grant files may be made available to an authorized party.
  - a. A written request to view the department file along with the reason for the action must be submitted to the department.
  - b. The person viewing the grant file must have an official purpose for the information.
  - c. Upon authorization by veteran or representative, the Commissioner of Veterans Affairs shall make the grant file available at the agency location where the loan file is kept.
  - d. It shall be noted in the grant file the person reviewing the information and the date.
3. Administrative Committee members may have access to the grant files as part of their official function in overseeing the department of veterans affairs.
4. Loan and Grant files will be treated in accordance with NDCC 37-18-11 Release of Information and Records.