

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

SUBJECT: Housing Assistance Program Grant - File Access

POLICY NO:
902

DISTRIBUTION: Department Personnel
Veteran Service Officers

EFFECTIVE:
11/15/2025

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- 1) All records and papers pertaining or relating to applicants under the Homeless Veterans Services Grant Program shall be kept and maintained by the department.
 - a. 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 grant 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) Grant files will be treated in accordance with NDCC 37-18-11 Release of Information and Records.