



**CRAIG BROWN**  
**COLUMBIANA COUNTY RECORDER**

Courthouse • 105 South Market • Lisbon, Ohio 44432 • Phone: 330-424-9517 ext. 640 • Fax: 330-424-5067

## **New Military Discharge Procedure**

Military discharges are no longer public record.

- Unless 75 years have passed since the record's filing date.

Redacted copies of military discharges are public records.

- All information must be redacted with the exceptions of name, rank, date of birth, date of discharge and type of discharge

Some people still have access and may copy the whole military discharge

- The individual who is the subject of the discharge
  - o Must provide proof of identity
    - Picture ID
- County veterans service office
  - o Not a representative
    - Must present formal documentation of responsibility
    - Also present picture ID
- Attorney in fact, agent or other representative of the person who is the subject of the discharge
  - o Must provide proof of identity
    - Must present formal documentation of responsibility
    - Also present picture ID
- Person authorized by a court
  - o Must provide proof of identity
    - Must present formal documentation of responsibility
    - Also provide picture ID
- Executor or administrator of heir, if the subject of record is deceased
  - o Must provide proof of identity
    - Must present formal documentation of responsibility
    - Also provide picture ID
- Funeral director
  - o Not a representative
  - o Must present proof of identity
    - Also provide picture ID

Requests must be in person and may not be picked up or mailed to a proxy.

This procedure will also apply to requests for wallet-size military discharge paperwork.