



**Theresa Bosel**  
**Columbiana County Recorder**

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## **Military Discharge Procedure**

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Any request for the below must be done in person at the Records Office. They may not be mailed to or picked up by a proxy. These procedures will also apply to requests for wallet sized military discharge papers.

- 1) Military discharges are no longer public record.
  - a) Unless seventy-five (75) years have passed since the record's filing date.
- 2) Redacted copies of military discharges are public records.
  - a) All information must be redacted with the exceptions of name, rank, date of birth, date of discharge and type of discharge.
- 3) Some people still have access and may copy the whole military discharge.
  - a) The individual who is the subject of the discharge
    - i) The individual must provide proof of identity
      - (1) Must present photo ID
  - b) County veterans service office
    - i) The individual must provide proof of identity
      - (1) Not a representative
      - (2) Must present formal documentation of responsibility
      - (3) Must present photo ID
  - c) Attorney in fact, agent or other representative of person who is the subject of the discharge
    - i) The individual must provide proof of identity
      - (1) Must present formal documentation of responsibility
      - (2) Must present photo ID
  - d) Person authorized by a court
    - i) The individual must provide proof of identity
      - (1) Must present formal documentation of responsibility
      - (2) Must present photo ID
  - e) Executor or administrator of heir, if the subject of record is deceased
    - i) The individual must provide proof of identity
      - (1) Must present formal documentation of responsibility
      - (2) Must present photo ID
  - f) Funeral director
    - i) The individual must provide proof of identity
      - (1) Not a representative
      - (2) Must present photo ID