

From Our Constituent Services Desk...

The National Archives was established in 1935 and is the official depository of records for military personnel in the U.S. Air Force (before 9/30/2004), Army (before 9/30/2006), Navy (before 12/31/2004), Marines (before 12/31/1998) and Coast Guard (before 9/30/2006)¹. More recent records are held by each branch of service. Depending on dates of service, the records could be held in the National Archives Building in Washington D.C. or the more well-known National Personnel Records Center in St. Louis, Missouri. This information can be very useful to Veterans, especially in supporting claims for benefits or services.

Some of the information that might be available is:

- DD 214/Separation Documents
- Military service dates
- Character of service
- Foreign or sea service
- Lost time
- Entry and separation physical exams
- Clinical summaries/cover sheets

To request military service records, you can go online to <https://www.archives.gov/veterans/military-service-records>. Also available on the National Archives website are instructions on how to mail or fax the *Standard Form 180- Request Pertaining to Military Records* (SF180) to the appropriate custodian of records. Section 2 of the SF180 form will provide the opportunity to request lost or stolen military medals.

It is important to note, the service member or next of kin are the only ones authorized to request an entire personnel file. The general public can request records of a military service member, but will be provided with very minimal information, such as name, rank, dates of service, and awards or medals issued.

If you need the records to help with a claim for Veteran benefits, our Congressional office can be of assistance. Simply complete the [Privacy Release](#) form on our [website](#) and submit it to our office, along with a completed and signed [SF180](#). Our office can assist in requesting the Veteran's official military personnel file, as well as service medical records. If you have additional questions or are experiencing a problem regarding your service records, please contact our office at caseworkga11@mail.house.gov or 770-429-1776. We look forward to serving you, should you need our assistance.

1. These dates denote the members' "discharged, deceased, or retired" date.