

**DEPARTMENT ORDER # 2**  
**August 15, 2011**

- 1. The Department of New York of the SUVCW is currently the repository for a quantity of Civil War Veteran artifacts which it has acquired over the years through donations, acquisition of the contents of GAR Halls or contributions from descendants of Civil War veterans a process which still continues. Many of these items, but not all, are currently in the care of the Department Archivist. Although the care of these items is currently being maintained there is no policy of the Department concerning their care, protection, transfer of custody, record keeping or potential repository for care and protection within the Department. In furtherance of the resolve of the 128<sup>th</sup> Encampment of the Department of New York, I hereby charge the Department GAR & SUVCW Property and Artifacts Committee with developing a policy in accordance with Section 3, Article XVI of the Bylaws to address these issues. This policy should provide for among other things the process for inventorying the collection, recording the location of all artifacts, the loan of artifacts for display to other organizations and institutions, the acquisition of new artifacts, the process of transfer of these artifacts from one Department Archivist to a successor Archivist and such other policies as may be necessary to insure the collections protection and care. In addition, the committee shall study the advisability of transferring the care and protection of the Department's collection to some centrally located and willing institution. Such study should include a study of methods used in other Departments, and should keep in mind the obligations and duties of the Order in regards these artifacts. The GAR & SUVCW Property and Artifacts Committee shall be prepared to present its report and recommendations to the 129<sup>th</sup> Encampment of the Department of New York.**

**So Ordered this 15<sup>th</sup> day of August, 2011**  
**Jeffrey Albanese**  
**Department Commander, Department of New York**  
**SUVCW**

**Attest;**  
**Michael Bennett**  
**Department Secretary**  
**Department of New York, SUVCW**

