

PROPOSED DEPARTMENT POLICIES CONCERNING THE ARCHIVES, RECORDS, ARTIFACTS AND
COLLECTIONS OF THE DEPARTMENT OF NEW YORK, SUVCW
Adopted by the Department of New York at its 131st Encampment, Rochester, N.Y. May 3, 2014
Amended by the 133rd Encampment, Suffern, New York, April 30, 2016

DEPARTMENT SECRETARY

1. The Department Secretary shall be responsible for maintaining and preserving all current records and documents of the Department of New York, including but not necessarily limited to, correspondence, Camp, Department and National reports, members applications and associated documents, Department Proceedings and any other records required to be kept by the Department Secretary pursuant to National Regulations or policies or by virtue of the Department Bylaws or policies.
2. The Department Secretary shall provide a written signed annual report to the Department Encampment detailing generally the records and documents so held and their current location, copies of said report shall also be provided to the Department Archivist and webmaster and posted on the members' only portion of the website.
3. The Department Secretary shall turn over annually to the Department Archivist any and all records and documents in his possession that are more than ten years old and shall provide a list of said items so turned over to the Department Archivist, signed by both the Department Secretary and Department Archivist, to the annual Department Encampment.

DEPARTMENT ARCHIVIST

1. The Department Archivist cannot also hold the position of Department Secretary.
2. The Department Archivist shall be responsible for the proper maintenance and preservation of Department archives, records, artifacts and collections other than those, which may be in the possession of the Department Secretary or other Department officers by virtue of the National Regulations or policies or by virtue of the Department Bylaws or policies.
3. The Department Archivist shall provide a written signed annual report to the Department Encampment detailing the contents of the archives, records, artifacts and collections so held and their current location. Copies of said report shall be provided by the Department Archivist to the Department Secretary and webmaster and posted on the members' only portion of the website.
 - a.) To the extent said archives, records, artifacts and collections are to be stored at locations other than in the personal possession of the archivist the archivist must, upon notice to the Department Commander, enter into a written signed storage agreement with the owner of such storage detailing the archives, records, artifacts and collections so stored there, the terms of the storage and ensuring that the Department Archivist or if said position becomes vacant the Department Commander or his designee may remove them from said storage upon minimal notice. The Department Archivist shall provide a copy of said storage agreement to the Department Secretary and the members of the Department GAR & SUVCW Property and Artifacts Committee.
4. The Department Archivist shall follow the National Policy on Records of the Grand Army of the Republic and shall make arrangements to transfer any such written records currently in the possession of the Department or which may come into the possession of the Department to suitable museums, libraries other similar institutions or repositories in accordance with said national policy upon consultation with the Department GAR & SUVCW Property and Artifacts Committee and notice to the Department Commander. The Department Archivist shall make a report of any such transfer to next Department Encampment.

5. It is the policy of the Department that its artifacts and collection be displayed for the public to see if possible. Accordingly, the Archivist is authorized, to enter into loan agreements with suitable museums, libraries, historical associations or similar entities within New York State to exhibit said artifacts or collection or portion thereof. It is also the policy of the Department that the Department artifacts and collections be kept together if possible. Said loan agreement shall be in writing signed by both the archivist on behalf of the Department and the exhibiting entity. Prior to entering into said agreement the Department Archivist shall in consultation with the Department GAR & SUVCW Property and Artifacts Committee conduct a due diligence investigation into the integrity and suitability of the proposed museum, library, historical association or similar entity who seeks said loan. Said loan agreement shall at a minimum contain the following terms:

a.) The length of the loan;

b.) The minimum conditions under which the artifacts and collection shall be kept including the light, heat, humidity, security and protection from the elements which conditions should not be unreasonable keeping in mind the resources available to the entity in which the items are to be loaned. However, at the minimum the artifacts and collection shall not be exposed to excess heat or cold, moisture or direct sunlight and shall not be accessible to handling by the public;

c.) The exhibit or exhibits shall contain written information posted with the exhibit(s) indicating that the exhibit or exhibits are on loan from the Department of New York, Sons of Union Veterans of the Civil War;

d.) The condition or conditions under which the agreement may be terminated early by either party but under no event shall said termination as against the Department of New York be made absent 30 days written notice to the Department.

In addition, the Department Archivist should investigate whether the entity has its exhibits insured and if so make sure the Department and its artifacts and or collections forming the exhibit or exhibits are included in said coverage.

The Department Archivist shall provide a copy of said written loan agreement to the Department Secretary and the members of the Department Property and Artifacts Committee.

6. The Department of New York has neither the facilities nor resources to properly protect or display Civil War or Civil War veterans artifacts or collectible and therefore it is the policy of the Department of New York to neither solicit nor accept such artifacts or collectibles other than as a last resort in order to preserve or protect them from imminent loss to the public and future generations. To the extent, such items are obtained the Department Archivist shall immediately forward that fact to the Department Commander.

6A. The Department recognizes that a portion of the items that make up the archives/collection may have little value, lack provenance, is not relevant or suitable to maintain or preserve as part of the Department archives and/or collection. In such a case the Department Archivist upon the approval and consent of the Department GAR & SUVCW Property and Artifacts Committee shall apply to the Department Council for permission to either sell or dispose of the item or items, which approval shall not be unreasonably withheld. Once approved, all funds acquired from any sale or disposal of such item or items is Department property and shall be promptly turned over to the Department Treasurer who shall deposit said funds in a dedicated Department account. All funds in said dedicated account shall be used solely for the preservation and/or protection of the Department archives and/or collection as recommended by the Department archivist and approved in advance by the Department GAR & SUVCW Property and Artifacts Committee. The Department Treasurer upon receipt of said approval and the appropriate documentation, i.e., receipts, bills, invoices or similar matter shall issue payment from the dedicated account. The archivist shall issue a report in detail regarding the sale/ and or disposal of any

item or items annually to the Department Encampment. Upon the completion of the preservation and/or protection of the Department's archives or collection as determined by the archivist or the Department GAR &SUV CW Property and Artifacts Committee any remaining funds shall be released from the dedicated account and deposited in the Department general account.

7. When there is a change in the Department Archivist the immediate past Department Archivist shall within ten (10) days after the appointment of the new Department Archivist forward to his successor all department archives, collections and artifacts, along with an current inventory of same to be signed by both parties and provided to the Department Secretary along with any and all storage and loan agreements currently in effect.

8. These Policies shall be posted on the Department Website.