



DEPARTMENT OF NEW YORK SONS OF UNION VETERANS OF THE CIVIL WAR

DEPARTMENT ORDER #14

Honoring the memory of the Grand Army Of the Republic
and the Men from New York who saved the Union 1861-1865.

<http://nysuvcw.org>

DIGITALIZING SUVCW RECORDS

All Camps and Department Officers and Committees will start digitalizing their records and forms. Hardcopies will be maintained in accordance with National Rules and Regulations as defined in Chapter III Article V Records Retention.

Recommend starting on this year's records first. Then start with previous years. Digitalizing the records will take time so do what you can each year. Start with the oldest on the previous years as National has a bylaw change, if approved will allow shredding of the old records once digitalize. Digital records, videos, and pictures will be saved on memory sticks.

Camps that have significantly large amounts of records to scan should get volunteers from your camp to assist in this endeavor. If the camps with large amount of records cannot obtain volunteers, then the camp should submit a resolution for outside help providing a source with cost for the brother to vote on at the Encampment.

Memory sticks will be secured in a locked drawer, lockbox, file cabinet, or safe for securing data on some of these records.

By digitalizing all our records, we will eliminate the need for archiving numerous boxes which are taking up much needed space.

Yours in Fraternity, Charity, & Loyalty

//SIGNED//

Jeffrey I. French, PDC (CH), PCC
NY Department Commander.

ATTESTED BY:

Robert Pugsley
NY Department Secretary