

# HEADQUARTERS OF THE DEPARTMENT COMMANDER



DEPARTMENT OF NEW YORK



## SONS OF UNION VETERANS OF THE CIVIL WAR

Honoring the memory of the Grand Army of the Republic &  
The Men from New York who saved the Union from 1861 to 1865

<http://nysuvcw.org>

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DEPARTMENT ORDER # 11

### DIGITIZING SUVCW RECORDS and CAMP PROPERTY

All Camps and Department Officers and Committees will digitizing their records and forms. Hard copies will be maintained in accordance with National Rules and Regulations as defined in Chapter V Article V Records Retention. Digital records, videos, and pictures will be saved on flash drives. Flash drives will be secured in a locked drawer, lock box, file cabinet, or safe for securing data for all of these records.

Furthermore, the few camps that own or rent a physical location shall inventory all camp property in compliance with National Regulation, Chapter 1, Article 1, Section 5 states in the case of the surrender or forfeiture of a charter, all the camp property and assets shall be turned over to the National Commander In Chief of the Sons of Union Veterans of the Civil War via the Department Commander of the affected Camp acting as his duly authorized representative to collect and hold all such property in trust for the National Organization, Sons of Union Veterans of the Civil.

Yours, in Fraternity, Charity and Loyalty,

Edward P. O'Brien,

Department Commander,  
Department of New York, SUVCW