

**Policy of the  
SONS OF UNION VETERANS OF THE CIVIL WAR**

**Regarding the loan and/or deposit of artifacts and any and all objects including, but not limited to, Charters, memorabilia, ephemera, etc.**

1. Regarding the loan and/or deposit of artifacts and any and all objects including, but not limited to, Charters, memorabilia, ephemera, etc., (“Collection”), this Policy was authorized by the National Council of Administration on 25 March 2024 and was made effective July 9, 2024 by General Order #22, Series 2023-2024, of the Commander-in-Chief.
2. This Policy applies without exclusion to all Camps, Departments and the National Organization, Sons of Union Veterans of the Civil War (SUVCW).
3. Any Collection in the possession of Camps and Departments are held in trust for the National Organization.
4. Prior to the loan and/or deposit of the Collection in the possession of a Camp or Department, a complete Deposit Agreement must be signed by the representative(s) of a museum, historical society or other repository, (“Institution”), and the Department Commander. Of note, authorization for the loan and/or deposit of a Camp Collection must be made by the Department Commander. A Department Commander may appoint one or more aides to assist in carrying out such necessary negotiations, inspections, etc.
5. The Commander-in-Chief may also enter into such loan and/or deposit agreements as he deems appropriate for the Collection in the possession of the National Organization. Prior to the loan and/or deposit of said Collection, a complete Deposit Agreement must be signed by the representative(s) of the Institution and the Commander-in-Chief. The Commander-in-Chief may appoint one or more aides to assist in carrying out such necessary negotiations, inspections, etc.
6. The Collection on loan and/or deposit must be reviewed no less than every two years from the date of the signed Deposit Agreement to ensure the Institution’s compliance with the Deposit Agreement. The term of deposit may be renewed and requires a newly completed and signed Deposit Agreement.
7. For the Collection loaned and/or deposited by a Camp, one (1) copy of the Deposit Agreement must be retained by the Camp Secretary, one (1) copy forwarded to and retained by the Department Secretary and one (1) copy forwarded to and retained by the National Executive Director. For the Collection loaned and/or deposited by the Department, one (1) copy of the Deposit Agreement must be retained by the Department Secretary and one (1) copy forwarded to and retained by the National Executive Director. For the Collection loaned and/or deposited the National Organization, one (1) copy must be retained by the National Executive Director. All renewed Deposit Agreements are considered new and must follow the same distribution and retention requirement.
8. The Deposit Agreement has been assigned Form number 80 and is available for download at: <https://suvvw.org/deposit-agreement>