

**Department of Michigan, Graves Registration Program**  
**Policy on Sharing Graves Registration Information**  
**(as approved by consensus of the Department Graves Registration Committee December 2, 2000)**

The intent of this policy is to protect the tedious and unselfish work that the Sons of Union Veterans of the Civil War (SUVCW) and our friends have done in collecting information into a central file about the burial sites of the veterans of wars. The time period of this collection will be before 1861 and to the Spanish American War, but especially all veterans of the American Civil War, 1861-1865. It will encourage those Camps and individuals who now hold graves information to submit it, and will protect the personal address, telephone number, and email address of the submitter.

1. The Camp Graves Registration Officer (GRO), Camp Commander, or his assignee will be responsible for the accumulation and distribution of graves registration information in the "area of jurisdiction" assigned to that Camp by the department Commander, or assigned by agreement by the Department GRO.
  - a. The Camp will collect and may publish and share information about graves in their "area of jurisdiction". They may not share the collected information of other Camps, or personal information about the submitters with persons outside the Department.
  - b. A member outside of a Camp's area of jurisdiction is encouraged to survey cemeteries not already done by another Camp. They must contact the GRO or Commander of the Camp that is being surveyed, must follow that Camp's local procedures, and must submit their findings to them as soon as possible. The Department GRO can be used as a resource to determine which cemeteries are done, and what the local procedures are. The work will be credited to the researcher's Camp as the submitter, and to the Camp that holds jurisdiction in the Department database.

In this manner, those who are visiting or vacationing will continue the effort.  
The name and personal information of the submitter will remain in the Camp records.  
The Submitting Camp will be designated as a 3 digit number, preceded by MI-, with a Camp contact noted.
  - c. The Camp must document their local procedure in Camp records, including how the information that was collected by members before they joined the SUVCW is protected to that member's satisfaction. This procedure must be filed with the Department GRO for reference. (This document will act as an interim procedure for all Camps as of this date.)
  - d. The Camp GRO must submit the "minimum of information" requested by the Department GRO in a timely manner. The "minimum information" will be determined by the Department GRO Committee, represented by each Camp.
  - e. The Camp GRO, Camp Commander, or their assignee will be the "central point of contact" to request information about veterans from the Camp, and will be listed on the Department Website as that contact.
2. The Department GRO will receive information from the Camps and merge it with the Department database.
  - a. Information as determined by the Department GRO Committee will be included in a Department Website and will be reflected on the Graves Registration Form.
    - i. Information that will be submitted and published on a Department Website will be:
      1. Name of Veteran
      2. Unit(s) of Service
      3. Birth and Death Dates
      4. Camp GRO or other contact for further information
  - b. The Department GRO will submit the information required by the National GRO in a timely manner.

**Note: this procedure will be in the Committee Record as an "Operating Procedure".**

(Signed)  
Richard E. Danes,  
Department Graves Registration Officer