

The South Carolina Division, Sons of Confederate Veterans
Confederate Veterans Grave Registration Program

POLICY & PROCEDURES

The SC Division of the Sons of Confederate Veterans, here-in-after referred to as the Division, has undertaken the monumental but rewarding task of creating an archival record, in the form of an electronic database, of the final resting place of every Confederate Soldier buried in South Carolina. Division will also record every SC Confederate Soldier's final resting place wherever he may be located if official documentation is presented. In order to accomplish this, the method of collecting and submitting information had to be standardized into one common format. The Division realizes that many Compatriots have already recorded a great deal of information however this information is in many different formats and the manpower to convert this into a database where all members could have access is not available. Therefore the division has developed procedure where once the information is put into a common format, the computer will automatically load it into an accessible database that will generate a printable report. To accomplish this, two forms have been created, one for gathering the required information in the field and the other for generating an electronic record of this information to be used to load the database. Along with this process, a standardized procedure for every Compatriot participating in this Program has been developed. This procedure is simple, and will assure the accuracy and credibility of the database. The following will explain the procedure and responsibility of each participating Compatriot.

Inventorying Cemeteries: To eliminate confusion and duplication of information, members should only work on assigned cemeteries in their Brigade area. Any member having information from cemeteries outside of your Brigade area are requested to turn this information over to your Camp Graves Registration Officer(Duties Below). He will see that this information is put in the hands of the person responsible for the Brigade where that the information belongs. **Brigade Commanders** who have counties containing multiple Camps should divide the cemeteries in that county so that each Camp knows what they are responsible for. Likewise a county that has only one Camp and many cemeteries may need help from neighboring Camps.

Field information on Soldiers: The gathering of information on each known soldier and possible soldier, (if not readily identified as a soldier), will be accomplished by participating members from every Camp in the Division. This information will be placed on a field form (Form SCVGR 2) that will be supplied to the participating members by the Camp Graves Registration Officer(Duties Below). This form indicates what is required information,

(highlighted) when available from any reliable source and what is nice to know or additional information, (not highlighted). These forms will be filled in by hand in the field and turned in to the Camp Graves Registration Officer. **All information will be printed legibly on the form.** There will be a GPS reading taken at the top of each headstone and this information entered in the appropriate format, (as shown on the GPS DEVICE), in the appropriate field. A **GPS** reading will be taken at the **Main Entrance of the Cemetery** and this information will be entered in the **Address Space on the Field Sheet** of the form. To keep from inventorying a cemetery more than one time it would be wise to obtain the information on possible soldiers while there. Possible soldiers would be any male born between 1795 and 1853 and dying after 1861 and before 1960. When you record information on a possible soldier, at the very top of the front of the form, above the border, write **“Possible”** to distinguish this man from a known soldier. These forms when completed will be turned over to the Camp Graves Registration Officer. Everyone should pay close attention to the note at the top of the form and all questions directed to the Camp Graves Registration Officer.

Camp Graves Registration Officer(CGRO): The **CGRO** will be appointed by the **Camp Commander**. *This person must have a computer and some version of Microsoft Excel. It is not necessary for this person to be highly trained in Microsoft Excel. He only needs to be able to open the spreadsheet(Form SCVGR 1) and enter information in the correct blank field.* This form is protected and is user friendly. There is an instructional note attached to the column heading of each field(*indicated by a red triangle in the upper right hand corner*). This note will appear when you touch the triangle with the cursor or (mouse arrow). You do not need to click on it. Many of information blocks have drop down boxes(*indicated by a scroll down arrow in the lower right hand corner*) to activate this drop down box left click on the arrow with your mouse(*Note: Sometimes this drop down will appear to be empty. It will also appear to be scrolled all the way to the top. If it appears to be empty, go to the top of the bar and scroll all the way to the top or until information appears.*) find the appropriate entry and left click on it and it will be automatically entered into the blank field. The blank data fields start with **row 4 and column A and go thru row 155 and column AV**. This means 45 fields of information on 151 soldiers can be entered on each sheet. All columns are highlighted in color. Columns highlighted in yellow are required information. Columns highlighted in grey are not required but will contain nice to have additional information about the soldier. Columns highlighted in red are for administrative use and require no entry. **It will be the responsibility of the CGRO to enter the SCV ID# of the person submitting the information**(*Note: Contact your Camp Adjutant and have him supply you with a Camp Roster*). When you are through with a sheet review it to be sure that you are satisfied that it is complete and accurate. Save and name it. Email a copy of it to the **Brigade Graves Registration Coordinator (BGRC)**. Keep all of your Field Information Sheets in a loose leaf notebook until you are instructed what to do with them.

Brigade Graves Registration Coordinator(BGRC): This person is appointed by the

Brigade Commander of each Brigade. The **BGRC** is responsible for receiving all data from the **CGRO** and reviewing it for accuracy and content. If the information appears to have a problem, he will forward it back to the **CGRO** for correction. He is also responsible for answering questions that arise at the Camp level, assisting the **CGRO** with problems and coordinating the information gathering process. The **BGRC** shall try to eliminate problems of duplication and insure that all known cemeteries are inventoried. *The **BGRC** will be responsible for entering Guardian Information from the list supplied by the Committee Chairman.* The **BGRC** is also responsible for the Brigade GPS Device and scheduling and signing it out to each Camp that needs to use it. When the **BGRC** is satisfied with the accuracy and completeness of the information received from the Camps he will save a copy of it and forward it to the **State Archivist(SA)** with a cover letter with his signature block.

NOTE! The **BGRC and the **CGRO** are not in the Division Command Structure. Therefore they have no authority to appoint, dismiss and/or initiate disciplinary action pertaining to the execution of this program. These responsibilities are under the duties of the Brigade and Camp Commanders. The **BGRC**'s and **CGRO**'s are constantly reminded of this and are directed by the Committee to not get involved in any action of this type. Brigade Commanders and Camp Commanders, you are requested to support this Program and your appointees by taking care of any problems when they make you aware of them.**

State Archivist(SA): The **State Archivist** is appointed by the Committee Chairman with the approval of the Division Commander. He will receive all information from each of the **BGRC**'s review it for accuracy and completeness, save a copy and make three back-up discs which will be kept at three different designated locations and then forward the information on to be loaded into the database. Each disc will be labeled and dated. The database will be located on an established website and accessible to South Carolina Division SCV Members only.

FORM SCVGR1(Spreadsheet) DATA ENTRY:

- A. Enter last name only in this space. (Note: If it is an Unknown Soldier Headstone Enter UNKNOWN in this space.)
- B. Enter first name or initial only in this space. (Note: If it is an Unknown Soldier Headstone Enter SOLDIER in this space.)
- C. Enter all middle names or initials in this space. (Note: If it is an Unknown Soldier Headstone Enter CSA in this space.)
- D. Select or enter any title preceding the Soldier's name.

- E. Select or enter any suffix following the Soldier's name such as Jr., Sr., Esq., etc.
- F. Select the day of date of birth if known.
- G. Select the month of date of birth if known.
- H. Select the year of date of birth if known.
- I. Select the day of date of death if known.
- J. Select the month of date of death if known.
- K. Select the year of date of death if known.
- L. Select Soldier's rank.
- M. Select Soldier's Branch of Service.
- N. Select Soldier's Unit.
- O. FOR ADMINISTRATIVE USE **Hidden**
- P. Select Soldier's Company if applicable.
- Q. Select Sailor's Naval Vessel if applicable.
- R. Select the State of Origin of the Soldier's Unit.
- S. Enter any Decorations Soldier may have received.
- T. Enter the Ethnicity (Black, Jewish, Native American, Hispanic, White, Unknown) if available.
- U. Enter any other information you have about Soldier. Space is limited.
- V. Select County where Gravesite is located. If out of SC, enter location under Other Information on Soldier.

- W. Enter Cemetery Name.
- X. FOR ADMINISTRATIVE USE **HIDDEN**.
- Y. Enter Address or Location of Cemetery to Include Latitude and Longitude at Cemetery entrance.
- Z. Enter Name of Closest City to Cemetery.
- AA. Enter County in which Cemetery is located.
- AB. Enter State in Which Cemetery is Located.
- AC. Enter Cemetery Plot Number if Available.
- AD. Enter Cemetery Row Number if Available.
- AE. Enter Cemetery Section Number if Available.
- AF. Select Yes or No as to Whether or Not the Headstone Indicates Confederate Service.
- AG. Select Yes or No as to Whether or Not it is a Family Headstone.
- AH. Select Flat or Upright if it is a Government Issued Headstone Instead of a Family Headstone.
- AI. Select Yes or No as to Whether or Not There is a Cross of Honor.
- AJ. Guardian Information will be Entered by the Brigade Graves Registration Coordinator.
- AK. Guardian Information will be Entered by the Brigade Graves Registration Coordinator.
- AL. Guardian Information will be Entered by the Brigade Graves Registration Coordinator.
- AM. FOR ADMINISTRATIVE USE **HIDDEN**.
- AN. Enter Latitude Taken at Headstone as Shown on GPS Device. Example: N33* 59.372’.

- AO. Enter Longitude Taken at Headstone as Shown on GPS Device. Example: W81* 03.560'.
- AP. Enter as to Whether or Not Grave is in Need of Cleaning.
- AQ. Additional Information About Cemetery or Soldier to Include Directions to Cemetery if Needed. Space is limited.
- AR. Information About Wife if Available(Name, DOB, DOD, etc).
- AS. SCV ID# of Person Submitting Information will be Entered by the Camp Graves Registration Officer.
- AT. Name, Camp & #, Address, Phone #, & Email Address of Person Submitting Information.
- AU. Enter Yes or No as to Whether or Not Person Submitting Information Visited the Gravesite.
- AV. If Person Submitting the Information Did Not Visit the Gravesite Documentation Such as Official Cemetery Records or Official War Records Where Information Was Obtained will be Listed in this Space. **Note! Word of Mouth is not Acceptable.**
- AW. Images of Soldier or His Headstone if Clear and Legible may be Submitted Separately. These Images must be Clearly Identified with Name , DOB & DOD. All Images must be in JPEG format **THIS COLUMN IS HIDDEN.**