

**NEVADA DEPARTMENT OF VETERANS SERVICES  
GENERAL POLICIES AND PROCEDURE DIRECTIVE**

**POLICY #: VS-ADMN-16**

**SUBJECT: Transfer, Destruction, Disposal of Artifacts**

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ORIGINAL DATE: September 1, 2017

NDVS APPROVAL: , DIRECTOR

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1. **SUBJECT:** Procedure for the proper transfer, destruction or other disposal of artifacts and other property that may military or historical value

2. **BACKGROUND:**

a. As authorized under Senate Bill (SB) 70, the Nevada Department of Veterans Services (NDVS) may take possession of any abandoned or unclaimed artifacts and other property that have military or historical value for safekeeping.

b. SB 70 directs the NDVS Director to establish an internal policy for guidance to employees of the Department regarding the transfer, destruction, or other disposal of artifacts and other property and to post the policy on the NDVS internet website.

3. **PROCEDURES**

a. The NDVS Deputy Director of Programs and Services (DDPS) is the NDVS lead responsible for executing this policy. The site leads for unclaimed or abandoned property are as follows:

(1) Nevada State Veterans Memorial, Armed Forces Wall, and U.S.S. Nevada Memorial – State Public Works Division, Buildings & Grounds Section (B&G)

(2) Nevada State Veterans Homes – Administrator

(3) Nevada State Veterans Cemeteries- Superintendents

(4) Veterans Advocacy and Support Team (VAST) Offices – VAST Director

(5) NDVS Headquarters– Executive Officer

b. Within three business days of discovering unclaimed or abandoned property, the site lead will notify by email the DDPS Administrative Assistant of the discovery of abandoned or unclaimed artifacts or other property that may have military or historical value. The DDPS will be included in the "cc" section of the email address.

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c. The notification email will include the following information: A description of the item, a scanned photograph of the item, who discovered the item and where the item was discovered.

d. The unclaimed or abandoned property will be secured by the site lead at the office where the property was discovered. If after 30 days the property is not claimed, it will be transferred to the DDPS for safekeeping and further disposition. Property found at the NV State Veterans Memorial will remain in the custody of the B&G until transferred.

e. The following applies to the transfer of unclaimed artifacts or other property that may have military or historical value:

(1) When an item that may have military or historical value is not claimed after 30 days and has been transferred to the DDPS, the DDPS will contact the Nevada State Museum or the Nevada Historical Society as listed below to determine if the artifact or other property has military or historical value and is worthy of preservation. If the item is deemed to have such value, DDPS, NDVS will coordinate the transfer of the item with the receiving agency.

Director Nevada State Museum 600 N. Carson Street Carson City, NV 89701 (775) 687-4810 x 226	Director Nevada Historical Society 1650 N. Virginia Street Reno, NV 89503 (775) 688-1191 x 222
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(2) If the Nevada State Museum or the Nevada Historical Society chooses not to accept the item, the DDPS may contact any other governmental agency or nonprofit entity, including, without limitation, a veterans' organization and the United States Department of Veterans Affairs (VA) to determine if such agency wishes to accept the item for historic preservation.

(3) Non-State of Nevada governmental agencies or nonprofit entities must acknowledge in writing that they agree not to sell the requested item or transfer it to another agency or person for purposes other than the respectful display or preservation of the item. NDVS will coordinate the transfer of the item with the receiving agency; cost of shipping will be the responsibility of the receiving agency.

(4) If the Nevada State Museum or the Nevada Historical Society chooses not to accept an item, that item may be retained by NDVS for respectful display or preservation at NDVS offices in locations where the public has the opportunity to view

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such items. Requests for NDVS retention will be submitted in writing to the NDVS Director for consideration.

f. The following applies to the destruction or disposal of items that may have military or historical value:

(1) If there are no requests for property transfer after sending notification to the Nevada State Museum or the Nevada Historical Society, the VA offices located in Nevada, U.S. Department of Defense Museums (where applicable) and National/State Veterans Service Organizations located in Nevada, the DDPS will destroy or dispose of the items in a respectful manner.

(2) The DDPS will prepare and maintain a written record of this destruction or disposal. According to Nevada Revised Statutes, an action may not be maintained by any person against the holder or former holder of an artifact or other property because of the transfer, destruction or other disposal of the artifact or other property pursuant to SB 70.

g. The NDVS Personnel Officer will ensure that this policy is reviewed by all affected NDVS personnel and posted in the NDVS Intranet Policy section.