



**Division of State Patrol  
Policy and Procedure**

Number <b>15-15</b>
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Subject <b>HISTORICAL PRESERVATION</b>	
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Records Management Statement Supersedes P&P 15-15 dated March 16, 2016 Posted on WisDOT Internal Website (SharePoint) at <a href="https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx">https://wigov.sharepoint.com/sites/dot-dsp/policy/sitepages/home.aspx</a>	

**I. POLICY**

It is the policy of the Division of State Patrol (DSP) to protect and preserve the history of our organization through a systematic collection of documents, equipment and other items of significant value to the general public, the Division, the Department and the State of Wisconsin.

**II. BACKGROUND**

This policy is written to guide the Division in the administration and management of items which will preserve the history of the Wisconsin State Patrol.

**III. OBJECTIVES**

- A. To recognize and honor the history of the Wisconsin State Patrol.
- B. To provide an archival repository for preservation, research and training functions.
- C. To provide a learning experience for employees and citizens.
- D. To exhibit relevant artifacts and memorabilia to interpret the story of the Wisconsin State Patrol and the agency's commitment to highway safety throughout the years.

#### IV. HISTORICAL ITEM CONTACT PERSON

This policy provides a formal procedure for the collection of potential historical items. The Deputy Superintendent or designee shall appoint a contact person. The contact person will be responsible for receiving items of possible historic value from donors and will utilize the following procedure:

- A. Receive historical submissions via email at [WSPHistory@dot.wi.gov](mailto:WSPHistory@dot.wi.gov).
- B. Oversee the removal of submitted historical submissions in the above designated mailbox into the existing historical collection for proper identification to facilitate retrieval and access by interested individuals/parties.

#### V. HISTORICAL PRESERVATION COMMITTEE

The Historical Preservation Committee, when convened, will be composed of current and retired Division personnel. The committee shall review historical articles submitted for preservation and make recommendations regarding display of these items.

- A. The Deputy Superintendent shall formally appoint a chairperson. The chairperson will solicit volunteers for membership on the committee. Selected members will be notified of their appointment by the committee chair.
- B. The committee will meet on a semi-annual basis with additional meetings as needed.
- C. Committee responsibilities:
  1. Oversee an inventory and storage system for historical artifacts.
  2. Establish and maintain a system for disposal, transmittal to the Wisconsin Historical Society, or return of artifacts that are no longer of use.
  3. Review and qualify items of significance.
  4. Arrange for the display of items on a permanent or temporary basis.
  5. Manage and monitor budgeting and fundraising of related historical projects. (Attachment 1)
  6. Annual review of the historical preservation policy.
  7. Forward recommended changes to the Policy and Procedure topic monitor.

**VI. SUBMISSION OF HISTORICAL ITEMS**

Historical documents and photographs in electronic format, including photographs of actual items, may be submitted via the established email address [WSPHistory@dot.wi.gov](mailto:WSPHistory@dot.wi.gov).

- A. The size limitation on emails will not allow for large collections to be submitted. Consideration must be made to send only the best copies. If too many good quality copies exist to make email impractical, arrangements should be made to place the copies on a designated share drive or other location for retrieval and placement in an established SharePoint site.
- B. All items collected through the dedicated email address will be evaluated for inclusion in the SharePoint site and should include the following information if available:
  - 1. **Description** (what is depicted?)
  - 2. **Year/Date** (if available)
  - 3. **Location** (if available/applicable)
  - 4. **Sworn officer names/ranks**
  - 5. **Civilian staff names/positions**