

Historical/Archive Department Report

8-7-2017

Over the last few months, I have been sorting thru several boxes of materials that have been dropped off at the museum, some of which have no donation receipt and/or information on who may have donated the items.

I have instigated a new procedure with the Museum Store on how to receive, inventory and give the donor a receipt for the donated materials.

This has worked very well so far and the museum store sends me a copy of the donation receipt and an email indicating that the material has been dropped off.

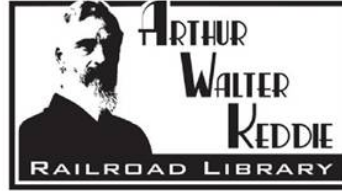
We still have a long way to go, as there are still some donation coming in without any donor information. (Not necessarily the fault of the Museum Store) some people just drop off some boxes of items and leaves with no information.

This is very important, so that we may acknowledge the donation. However in order to do this we need to record the donors Name, Address (City) and an inventory of the items donated.

Since June of this year, I have received fifteen (15) donation of various railroad items relating to the Western Pacific RR, and various other railroads. All of these donation have been inventoried and donation acknowledge letters have been sent to all except one that did not want any acknowledgement and one that I will be reviewing on the weekend of August 12th 2017.

The society has also had several inquiries into various questions about the Western Pacific, it's past employees, Equipment and other items. Between Eugene Vicknair, Frank Brehm, Greg Elems and myself, we have responded to these inquiries and have been able to make arrangements to receive more donations.

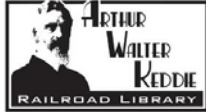
Some of the inquiries have been around equipment types and drawings and in one case a specific Interlocking Tower. While no all the inquiries have been answered yet, we are still looking into pulling the information out of the Historical/Archive files in order to answer the questions.



I have also created a donation list in order to help keep track of the donations for this year.
(see attached 2017 FRRS Donations)

Should any member receive any donation and/or get an inquire about a donation, Please get in touch with Eugene, Frank, myself or any member of the Board of Director so that we may follow-up with the donor to make sure we properly address these issues.

Kerry Cochran
Director, General Superintendent.



ARTHUR WALTER KEDDIE RAILROAD LIBRARY STANDARD OPERATING PROCEDURE

Museum Store Donation Procedure

Effective Date: 5-1-2017
Next Review Date: 5-1-2020
Replaces: New

The Feather River Rail Society operates the Western Pacific Railroad Museum. Within the Museum is the Museum Store. From time to time individuals and/or groups bring donations of materials that are of donations to the FRRS that can be of historical nature, documents, tools and other objects.

The Museum Store may from time to time take in these donations and will need to follow these procedures to accept, record the receipt and handling of the donation in order to have them retained in the archives of the FRRS.

- Individuals or groups elect to donate to the FRRS
- The Museum Store will receive the donation
- The Museum Store will record the donation on the Donation Receipt Form. (AWKRRL Donation Receipt)
- The person(s) making the donation will fill out the donor section, then sign and date the form
- The Museum Store Staff/Volunteer/Employee will sign the donation receipt form, make a copy and give to the donor
- The Museum Store Staff/Volunteer/Employee will place all the donation, if possible, into a box or other container for safe keeping
- The Museum Store Staff/Volunteer/Employee will scan the donation receipt and send a copy of the scanned donation receipt to the department head of the Historical/Archive department (via email or US Mail)
- The Museum Store Staff/Volunteer/Employee will place the donation receipt into the storage container with the donation and place the container/box in the Museum Store container for safe keeping
- The Historical/Archive department will receive the donation and move it to the approved storage location and record the donation in the official records
- The Historical/Archive department will send a Thank You letter to the donor
- The Historical/Archive department will include the donation information in any report to the Board of Directors

References:

Arthur Walker Kidde Railroad Library Policies
Donation Receipt

2017 FRRS DONATIONS

DATE	DONOR NAME	ITEMS	DONATION LETTER SENT	CATALOG NUMBER
8/21/2016	Steve Martindell	UP Mechanical Drawings (11 items) 2 little HO Mechanical Drawings	8/7/2017	
No Date	Robert Chellis	Various EMD Loco Service Manuals, SD40, GP50, SD60 ATSF Crane Manual	8/7/2017	
6/1/2017	Jack Starr	WP Fright Agents Desk and Chair from WP Station San Francisco	6/25/2017	
6/3/2017	Peter Baumhefner	1) Prints (SP) 2) McCulloch's Wonder: The Story of the Kettle Valley Railway (Book) 3) Prntel (Conrail's) 4) The Spiral Tunnels (Book) 5) Luxury trains (Book) 6) Railroads of CO (Book) 7) Railway Reflectors (Book) 8) Highball (Book) 9) Rio Grande (Book) 10) Rebel of the Rockies (Book) 11) C&S Highline memories (Book)	8/7/2017	
6/9/2017	Mike Allen	Simpson TS111 (Meter) used for testing Switch Electronics	8/7/2017	

2017 FRRS DONATIONS

DATE	DONOR NAME	ITEMS	DONATION LETTER SENT	CATALOG NUMBER
6/11/2017	Steven Oels	1) Emergency Plan (OriginalCompleted Draft) WPRR Oroville to Portola 2) Track Chart Used by CA Oels (agent, hack staff, Qcy 3) Operationg Rules issued to new track foremen Steven Oels 1973 4) RRWrist Watch used by GA Oels 1973 Retirement 5) Feather River Division through the flood Belt Bucke issued to SG Oels 1986 6) Western Facific Safety Award Belt Buckle issued to SG Oels 7) Wnion Pacific Safety Medalion issued to SG Oels Operation Life Saver 8)Appreciation Medalion issued to Federal Railroad Administration Operating Practices Inspector SG Oels 9) FRA Patch issued to SG Oels 10) OL Pin from SG Oels 11) Spike form Clover Valley RR Collected 1966 by SG Oels	8/7/2017	

2017 FRRS DONATIONS

DATE	DONOR NAME	ITEMS	DONATION LETTER SENT	CATALOG NUMBER
6/15/2017	UKN Donor	WP Safety Belt Buckle Feather River Division 1986 Throught the Flood Buckle Feather River Division 1986 1st in Safety Ring WP921 Belt Buckle Plate Collection 1 - PRRK-4 1 - Empire Builder 1 - Portrait in Steam 1 - Santa Fe 1 - The Big Boy 1- Above the Canyon 1 -Morning Local 1 - Blue Comet		
7/1/2017	Antonio Sei	4 Lid Caboos Stove	8/7/2017	
7/2/2017	Kirk and Sherry Butolph	SP Car Forward picture with Grandfather	8/7/2017	
7/12/2017	Charles Thomas	1 - Blue Western Pacific RR Safety Award Jacket 1 - Western Pacific RR Embroiled Patch 1 - Western Pacific 1929 - 1974 (45 year) Service Bracelet 1 - Tray of Color Slides (34 slides) Oroville Line Change	7/12/2017	
7/7/2017	John (Wes) Maier Jr.	WP Drumhead	7/11/2017	
7/7/2017	F. & A. Laemmlen	\$100.00 Cash	7/12/2017	
7/10/2017	John Bogle	Railroad Book, Trains on Illustrated History	8/7/2017	

