

Historical/Archive Department Report

9-6-2017

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 procedure has been working very well, However I would like to remind all who may be receiving materials to make sure they fill out the Donation Receipt with all the information so that we may capture all the information need about the donation and the donors.

This is very important, so that we may acknowledge the donation.

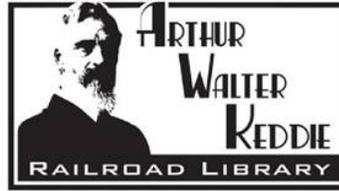
Since my last report in August, we have received 11 more donations.

A couple of the donations stand out, as they contain several original WP artifacts that will be of great help to explain the history of the Western Pacific Railroad.

Several donation acknowledge letters are pending, because of inventorying the donation have not been completed yet.

The society has also had several inquiries into various questions about the Western Pacific, it's past employees, Equipment and other items.

While not 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) and a Question Log to track all the questions and responses that I am aware of. (see attached 2017 FRRS Archive Question Log)

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.