

Historical/Archive Department Report

10-8-2017

Donation are still coming in to the Museum.

While some of the activities have slowed down as we approach winter, I have been trying to catch up on inventorying and placing items in safe storage.

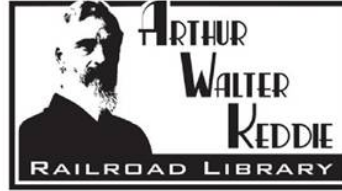
Over the last month, Eugene and I have been working on getting all the material ordered and on-site in order to get power to the UP/MP 14144 Archive Car. I don't expect to have the car powered up until sometime early next year, however we are making progress.

I made good progress over the last two months in cleaning out parts of the car and storing several donations made to the FRRS.

One of the old metal desks that was in the car was moved and given to the Steam Dept. for use with their recordkeeping. Bob Sims help me move the desk and he was very appreciative of being able to get the desk as the steam dept. was looking for one.

During September, a member Jim Gray had ask several question about WP property and the Las Plumas, Jim traveled to Portola on the weekend of September 8th and 9<sup>th</sup>, which I meet with him and answered some of his questions, I had several articles and WP Mileposts that he was able to copy for his information, he also took the time to measure and make a scale drawing of the UP/MP 14144 (Archive Car) which will help Eugene and I work on a final layout for the Archive Car.

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.



### Needs for the Archives:

- We need to get a Windows 7 computer for the archives. I have donated a Multi-Function Printer-Copier-Fax-Scanner to the archives, it is waiting for a computer so that we have it available for use in the archives department.
- Computer Program to track all the Historical/Archive items. (PastPerfect) is the computer program that I have been looking at, however have not received a costs for that program as of yet.
- Archive Storage boxes for 35mm slides
- Archive Storage boxes for 8 1/2 X 11 materials

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)

Please note that I have now removed the addresses of the donor's, as some of them may not like to have their address known.

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.