

Historical/Archive Department Report

1/7/2023

Since I took over the archive department in 2017, I have tried to keep track of some of the activities that take place within the archives and I have given reports at each of the Board of Directors meetings on the status of things taking place in the archives.

A couple of those activates are questions that come into us (archives or general) and the donations that are given to the FRRS/WPRM Archives.

Members and the general public mostly contact us through our website using the [Info@wplives.org](mailto:Info@wplives.org) or [Historical Archive\\_dept@wplives.org](mailto:Historical Archive_dept@wplives.org), when asking questions. These are directed to a mailing list so that they can be addressed.

One of the things that is asked for on the IRS Form 990, is do we keep a listing of all donations. Since 2017, yes I have a file that has a listing with all the known donations given to us. This is to track them should there be any questions directed to us.

This file also notes that a donation letter was sent to the donor with a listing of the donation.

As in the past, I attempt to track all the messages and donations that are presented to us and below are the results of some of those activities.

### **Questions to the FRRS/WPRM Archives and General Questions to the museum:**

In 2017 we fielded 2 questions and answered 1 and the other is still open.\*

In 2018 we fielded 6 questions and answered 0, all are still open.\*

In 2019 we fielded 2 questions and answered 0, all are still open.\*

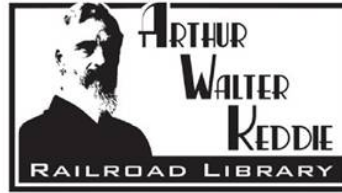
In 2020 we fielded 26 questions and answered all but 2 that are still open.\*

In 2021 we fielded 69 questions and answered all but 1 that are still open.\*

In 2022 we fielded 94 questions and answered all but 2 that are still open.\*

\*Open means that we have found no information on the question asked and if we come across the information we can get back to the person asking.

On the Question and Answer log the questions that are not answered have an open item marked on them.



### **Donations to the FRRS/WPRM Archives:**

- In 2017 we received 41 donations
- In 2018 we received 25 donations
- In 2019 we received 21 donations
- In 2020 we received 18 donations
- In 2021 we received 46 donations
- In 2023 we received 31 donations

The tracking of questions to the archives started in 2017.

A listing of donations was also started in 2017.

The Archive Department saves these lists to our cloud server to keep a record of these events and have the records available to refer to for any questions that may come up.

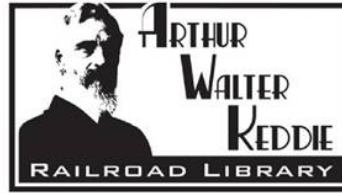
This also allows us to track several items that may get lost in the everyday activities of the museum. While this does not track all the things that take place in the archives, it does give some data for the members and volunteers to review and see that their work is appreciated.

As the museum closed up for the winter, we moved the Archive Department into winter mode and we working on getting the 2023 joint convention with the NMRA/PCR ready for the members and guests.

Several things that take time, such as scanning of slides and other documents that normally are not done at the museum are moved into the winter months to get completed. These items are normally in the hands of the archive staff and are worked on while not at the museum. This gives the archive staff more time to work uninterrupted during this sometimes long hard work.

While the museum is closed for the winter, the Archive Department is also closed and will resume operations when the museum opens up again in 2023.

Throughout the winter and the museum being closed, the archive staff still responds to questions and research items that can be answered from remote locations. Those questions and research items that cannot be answered are placed on a list to be resolved when the archive staff returns to the museum.



One of the Highlights in 2022 was the visit to the California State Railroad Museum Library and Archives in October.

During this visit we were able to meet with Clair Phillips, Chris Rockwell and Jim Atkins and opened a new avenue of cooperation between the two museums.

This has opened up new cooperation between the two museums and has already been beneficial to both parties. Exchanging information and directing the general public to each other's websites and contact information.

We have been making more improvement to the H/A webpages and are bringing a new level of access to some of the collections donated to the society by our members, railroad employees and the general public.

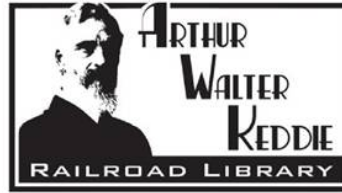
This is just a start as to what we envision on releasing to our members and public. Please understand this is a **"Work in Progress"** and several collections have not been inventoried or processed as of yet.

Each month we release new materials to the archives pages. Please be on the look-out for these new items. The new material is announced in the Latest Museum News column on the website.

If you have not visited the Historical/Archive Department web page recently, please consider looking at them to see "What's New" in the Western Pacific Documents page.

[https://wplives.org/wphistory\\_wp\\_documents.html](https://wplives.org/wphistory_wp_documents.html)

As I point out in each of my reports every month, we still need some donation help with the materials needed to keep the archives moving forward and protecting them.



### **Needs for the Archives:**

We are always looking for help in getting materials properly stored and we need the support of the membership with helping supply storage materials for the archives.

We still need help in getting funding and storage materials for the archive department. Should you be able to help out, please let us know!

Items listed below are still needed to help keep our collection stored properly and should you wish to help us out, we certainly would like your donation and help.

- Computer program to track all the Historical/Archive items
- Original copy of Windows 10 to be used in the Archive Department
- Archive storage boxes for 35mm slides. (We need more, as we have over 20,000 + slides and counting!)
- Large archival storage boxes

Should any member receive any donation and/or get an inquiry about a donation, please get in touch with one of the archive staff or archive committee to make sure we properly address the donation or inquiry.

I would also like to thank all the volunteers that help us in the Historical/Archive Department. In 2022 several members stepped up to give us a hand in receiving, accepting, storing and general help with the archives. Without their help it would be difficult to process and handle the donations and move to safe storage.

Thank you to all the archive staff who take the time to help us out.

Thank you to all the members of the FRRS/WPRM who contribute to the society and the archives.

Kerry Cochran  
Director, General Superintendent, Archive Manager