

## FEATHER RIVER RAIL SOCIETY – AGENDA REPORT

DATE: July 7, 2012  
FROM: Frank Brehm, Archivist  
ITEM: New Business, Discussion, Possible Action  
SUBJECT: Archives Policy and Procedures, Supporting Documents

I propose the following Policies and Procedures and supporting documents be approved for use by the Feather River Rail Society as they pertain to the archival collections of the Feather River Rail Society.

AWKRL Collections Reproduction And Use Policy  
AWKRL Collections Access Policy  
AWKRL Collection Management Policy  
AWKRL Mission Statement  
Application For Access To Collection Materials  
Collection Accession Form  
Collection Deaccession Form  
Collection Materials Release  
Deed Of Gift  
Document/Photo Reproduction Request  
Donation Receipt  
Incoming Loan Agreement (legal size paper)  
Item Condition Report  
Outgoing Loan Agreement (legal size paper)  
Proffer Of Gift  
Reproduction Fee Schedule, *fees to be initially set by the Board.*  
Temporary Custody Agreement, *for use when an item(s) is offered for sale to the FRRS.*  
Temporary Donation Receipt, *for use if item(s) may be accessioned into permanent collection.*

These documents use either “Archives”, “Library” or “Arthur Walter Keddie Railroad Library” as a descriptive term interchangeably referring to the FRRS Archives. Depending upon the outcome of the proposal to rename the Archives as the Arthur Walter Keddie Railroad Library the appropriate name for the Archives will be changed in all documents to the proper approved name. In these documents the Feather River Rail Society is the owner of the collections and has final action as it pertains to the use of the collections at the Board of Directors level.

I would also ask that if a motion to adopt these documents is offered that it include “that adoption of this/these document(s) shall supersede and replace any previous Policies and Procedures and supporting documents previously approved by the Board of Directors, or in use at this time, as it relates to the archival collections of the Feather River Rail Society”.