



## FEATHER RIVER RAIL SOCIETY POLICY

### MAIL Official Mail and Correspondence

*Effective Date:* 04/15/2025

*Legal Review Date:*

*Next Review Date:* 04/15/2030

*Replaces:* 12/01/2001

PM0043

### **Policy Statement**

All mail and correspondence in any official capacity dealing with any aspects of the business of the Feather River Rail Society or the Western Pacific Railroad Museum at Portola, shall be directed to the current mailing address, that may be changed as conditions warrant.

The current mailing address for all mail and correspondence is: P.O. Box 608, Portola, CA 96122-0608.

The current package and supply delivery address is: 700 Western Pacific Way, Portola, CA 96122-8636.

**NOTE: USPS will not deliver packages to the physical address and must be sent to the post office box. Other package delivery services attempting to deliver to the physical address should only be attempted when museum personnel are physically present at the museum.**

### **Overall Accountability**

The FRRS Board of Directors is responsible for issuing, updating, and monitoring compliance with this policy.

The FRRS Board of Directors may from time to time change the official mailing address of the FRRS, as needed to meet the day-to-day business needs of the organization. This must be done in accordance with any current bylaw or procedure in effect at the time of the change.

### **Scope**

This policy applies to all members, officers, directors, employees and all subsidiaries.

### **Definitions**

**Agents** of the FRRS include any person or organization retained by the FRRS to undertake any work on behalf of itself or any subsidiaries.

Agents must be approved by the FRRS Board of Directors and may be change at any time.

**Mail** includes any checks, notes, U.S. Mail, common carriers' deliveries, membership, and anything else of value sent by way of a mailing or private carriers.

**Deliveries** include anything of value, including common carriers deliveries, supplies, materials, parts, or railroad equipment.

## **Implementation**

### **1. Use of FRRS mail and supplies**

- (a) Each volunteer, member, officer, director or employee shall conduct business activities in full compliance with all laws and regulations governing the use of U.S. Postal Service and/or any common carrier that the FRRS uses for any business activity.
- (b) Each volunteer, member, officer, director or employee shall conduct business activities in full compliance with all FRRS policies and procedures.

Volunteers, members, officers, directors and employees shall report unethical or dishonest activities to the proper authority responsible for the area in which such activities are believed to be occurring.

The proper authority responsible for the area in which unethical or dishonest activities may be occurring, in consultation with the FRRS President, will determine the appropriate method of investigation and initiates any necessary actions in accordance with the FRRS policies.

- (c) Each Officer and the FRRS Board of Directors will ensure that appropriate procedures are implemented to ensure that FRRS assets are managed, accounted for, and safeguarded in an effective manner.

### **2. Handling of Mail**

- (a) Mail addressed to the Feather River Rail Society or the Western Pacific Railroad Museum at Portola, shall be opened by the assigned agent and directed toward the department or individual responsible for a response or any action.
- (b) Mail addressed to an individual, where the outer envelope is not marked "Confidential", may be opened, so that it may be routed properly.
- (c) A procedure may be created to show the process of the mail handling and the routing between departments and officials.
- (d) It is the responsibility of the agent handling the mail and packages, to see that the mail or package is directed to the proper person in a timely manner.
- (e) The agent handling the mail shall route non-critical mail to the appropriate department and/or person using the mail boxes provided at the Western Pacific Railroad Museum.

3. **Personal Mail**

- (a) Personal mail addressed to the Feather River Rail Society or the Western Pacific Railroad Museum at Portola, shall be not be opened, but directed toward the individual addressed to, providing it is marked "Confidential" or is addressed to them by name.
- (b) Personal mail shall be kept to a minimum so that the society resources may be directed to business matters.
- (c) Personal mail that is not marked, and opened to check the contents, and found to be personal, shall be closed, and delivered to the person addressed. Delivery of this mail may be delayed, as FRRS business takes priority over any other mail.

The agent handling the mail, should contact the person the mail was addressed to, and ascertain how the piece(s) of mail will be forwarded, or it will be placed in the mail box of the person at the museum.

4. **General Information, Publications, Newsletters, and Magazines**

- (a) All general information publications, newsletters, magazines, etc., shall be directed by the agent to the Operations office for disbursement and/or placed in an open area for general reference.

5. **Forwarding of Mail**

- (a) The FRRS will only forward mail to any person at the request of that person and at their expense, except in matters of urgency.
- (b) Mail addressed to persons no longer affiliated with the FRRS, shall be returned to sender with no cost to the society.
- (c) Forwarding of personal mail, may be acceptable, providing the person reimburses the FRRS for cost of the postage.

## **References**

- 1. Policies and/or Procedures:
  - (a) Code of Ethics (Conflicts of Interest)
  - (c) Use and Protection of FRRS Information

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue from old document	Kerry Cochran	03/15/2025
2	Revisions and updates	Paul Finnegan	03/17/2025
	Approved	Kerry Cochran Board of Directors	04/12/2025