



STATE OF NEVADA  
DEPARTMENT OF CULTURAL AFFAIRS  
Division of Museums & History  
**NEVADA STATE RAILROAD MUSEUM**

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**Wallace Steffan**  
*Administrator*

**Peter D. Barton**  
*Museum Director*

**MEMORANDUM**

**To:** All Operating Crews: Steam & Motor Car

**From:** Chris DeWitt, Restoration Shop Supervisor  
Peter D. Barton, Director

**Date:** 20 June 2006

**Re:** Bulletin No. 2006-005  
Property Security

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While it is important to insure that roll-up doors are fully open before moving railroad equipment from inside buildings, it is equally important to close the rear annex door after the train is moved outside. This, to prevent unauthorized access to areas not safe or intended for public occupancy.

Also, everyone needs to participate in insuring that the museum buildings and grounds are secured after the conclusion of train operations. We have had quite a few instances recently where doors and or gates have been left unsecured at the end of the day. As information, all locks on the property are being changed this week and new keys will be issued to those who require them.

Finally, if you borrow a tool from the shop, please be courteous and return it to whence you found it.

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