

NNRY ARCHIVE EMPLOYEE PROFILE COLLECTION PROGRAM

Program Purpose:

To share profiles of the work and personal history of employees of the Nevada Northern Railway and Kennecott Nevada Mines Division including the smelter and the mine through the NNRY's online archive site, nnry.com/archive

Requirements:

To be given a profile in the collection, the nominee must have worked for the Nevada Northern Railway or Kennecott Nevada Mines Division with no restrictions on minimum time worked or position held. Applications must be completed to the greatest extent possible to assist with processing. If possible, a photograph of the nominee should be provided for the profile, additional photographs can be provided.

Photograph Requirements:

The profile photo must clearly show the nominee's face but does not have to be a photograph of them at work. A copy or scan of the original photograph is preferred though the NNRY archive department can digitize the originals to be returned to the owner. When submitting a photograph, the submitter agrees that they are the owner of the image or have permission from the owner for the photograph's use.

Photographs found in the NNRY archive can also be used, please indicate the filename of the photo in the application and which person in the photograph is the nominee.

Timeframe:

Applications will be processed in the order they are received. Profiles will be created once enough information about the individual has been collected. A complete application can greatly speed up processing time.

Completeness and Accuracy:

Applications should be filled out as much as possible. Please indicate which items are estimations or need further research. For example, "John Doe started work at the NNRY in 1947 (estimated)."

Archival Materials or Additional Photos:

Archival materials or additional photos can be submitted with the application. Scans of the originals are accepted or originals can be donated to the NNRY Archive Department if desired. Please clearly indicate a return of address for all materials that should be sent back. A Deed of Gift form will be provided separately.

Questions:

Any questions about this program can be directed to the NNRY archivist at archive@nnry.com

**NNRY ARCHIVE
EMPLOYEE PROFILE COLLECTION NOMINATION FORM**

Please fill out this form to the best of your ability, indicate any estimated information. If more space is needed please indicate that additional sheets are attached.

New Profile: ___ Update to Existing Profile: ___ Profile No.: _____

Nominee Base Information:

Nominee Name: _____

Born: _____ Died: _____

Birthplace: _____ Burial: _____

Personal Bio Information (includes personal memories, habits, family, etc.):

Nominee Work History:

Division: Nevada Northern Railway ___ Smelter ___ Mine ___ KCC NMD ___

Primary Job Title: _____ Other Titles: _____

Years Worked: _____ Estimated? Y or N

Work Bio Information (includes work done, notable accomplishments or award, etc.):

(over)

Profile Photo:

Include a photograph of the nominee for the online profile through one of these options.

___ Photo already on the NNRy archive, indicate filename: _____

___ Scan provided, please email scans to archive@nnry.com

___ **Copy** of original photograph, will not be returned unless requested.

___ **Original** photo provided. Please select one of the following options:

___ NNRy archive department to scan and return original.

___ Please accept the original into the NNRy archive collection,
(NNRy Deed of Gift Form provided separately)

___ Additional photographs are being provided for use in the NNRy Archive.

Application Information:

Application submitted by:

Name: _____ Relation to Nominee: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____ Signature: _____

Additional Comments or Attachments:

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NNRy Office Use Only

Application Processed By: _____ Application Number: _____

Name/Title: _____ Profile Approved: Y or N

Date: _____ Profile Number: _____

Signature: _____ Profile Created: _____