

# **DEACCESSION AND DISPOSITION**

Museum Accession Number:

Item Name:

Description:

Recommended By (name and title):

Date presented to Board:

Rationale for Deaccession:

Rationale for Disposition:

Any notes from staff, volunteer, or Board discussion:

1. Criteria met for Deaccession (check all that apply):

**[ ]**  The item does not pertain to the BAWMHC:

[ ]  mission statement

[ ]  acquisition policy

[ ]  collecting plans

**[ ]**  Lacks historical or museological value or usefulness:

[ ]  lacks integrity, including if heavily reconstructed

[ ]  lacks identity

[ ]  lacks provenance

[ ]  lacks authenticity

[ ]  Cannot be salvaged even with prudent conservation care because of deterioration

[ ]  Other:

**[ ]**  Degree of conservation care necessary to maintain historic value of item is beyond the scope of the BAWMHC’s mission statement.

**[ ]**  Item poses threat to the safety of the public, staff, or other collections items (examples: nitrate film, photo chemicals, kerosene gasoline, bombs, hand grenades, mace).

**[ ]**  Item is a duplicate of other collections items, or is a typical duplicate of other items, which equally or better demonstrate an historical theme (examples: numerous similar costumes from the same decade, excessive copies of business directories, history books beyond future replacement expectations).

**[ ]**  In compliance with federal or state law: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Disposition Recommendation:

[ ]  Transfer to another non-profit educational institution or cultural organization

[ ]  Transfer to regional, state, or local surplus

[ ]  Retain for conservation research

[ ]  Retain for educational programming

[ ]  Public auction

[ ]  Destroy

[ ]  Other means, as determined appropriate by the Chair:

Optional Attachments:

[ ]  Documentation concerning BAWMHC acquisition and ownership

[ ]  Curatorial examination (include valuation)

[ ]  Conservation examination

[ ]  Documentation pertaining to federal or state law

[ ]  Other relevant material

[ ]  Approved

 Date

Board Chair Signature

Board Chair Printed Name