



# HISTORICAL SOCIETY OF CENTRAL FLORIDA

## DEACCESSION RECOMMENDATION

Category: Archives Artifacts Library Photos Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

(name and title)

Object ID Number: \_\_\_\_\_ Donor's Name: \_\_\_\_\_

Object Name/Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current Condition: Excellent Good Fair Poor

Comments: \_\_\_\_\_

\_\_\_\_\_

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Documentation: Yes No (if no, why not? \_\_\_\_\_)

Attachments:

Donor Form

Photograph

Catalog Record

Other: \_\_\_\_\_

\_\_\_\_\_

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### Deaccessioning Criteria:

1. The Museum fully and legally owns the archival material(s), artifact(s), library material(s), or photograph(s). Yes No
2. The archival material(s), artifact(s), library material(s), or photograph(s) has been accessioned into the Museum's collection for at least four years. Yes No
3. Meet at least one of the following:
  - a. The archival material(s), artifact(s), library material(s), or photograph(s) *is outside the scope of the statement of purpose of the Museum and its acquisitions policy.* Yes No
  - b. The archival material(s), artifact(s), library material(s), or photograph(s) *is a duplicate of those already held within the collection.* Yes No.
  - c. The archival material(s), artifact(s), library material(s), or photograph(s) *has deteriorated beyond usefulness, or has failed to retain its identity or authenticity.* Yes No
  - d. The archival material(s), artifact(s), library material(s), or photograph(s) *poses a physical hazard or is dangerous to the health of museum personnel.* Yes No
  - e. The archival material(s), artifact(s), library material(s), or photograph(s) *is the subject of irreversible deterioration or infestation and may imperil the condition of other artifacts in collections and on exhibit.* Yes No
  - f. The archival material(s), artifact(s), library material(s), or photograph(s) *is not original or is a copy of material(s) owned by another repository.* Yes No
4. Other Criteria: \_\_\_\_\_

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**Recommended Disposition:**

- Transfer to Education Department
- Transfer to Exhibits Department
- Transfer to Library
- Donate to a More Appropriate Institution: \_\_\_\_\_

- Intentional Destruction of Damaged or Hazardous Artifacts
- Disposal of Unidentified or Duplicate Artifacts
- Disposal of Artifacts that Fall Outside of the Museum's Scope
- Sell and Use Proceeds to Upgrade Collections
- Other: \_\_\_\_\_

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**Approval:**

*Curator of Collections:* \_\_\_\_\_  Approved  Not Approved Date: \_\_\_\_\_

Reason for non-approval: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

*Director:* \_\_\_\_\_  Approved  Not Approved Date: \_\_\_\_\_

Reason for non-approval: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

*Board of Directors/Collections Committee:* \_\_\_\_\_  Approved  Not Approved Date: \_\_\_\_\_

Reason for non-approval: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Final Disposition of Artifact:**

Disposition: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_