**DEACCESSION AND DISPOSAL PROPOSAL**

1. Description of Object(s):

Accession#:

Artist/Title:

Country:

Date:

Materials:

Measurements:

Credit Line:

2. Please indicate means of acquisition:

**Gift, restricted  Purchased**

**Gift, non-restricted  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3. If the object was a restricted gift, what was the restrictions on the original gift?

4. The museum must have a legal right to dispose of the object. How has this been determined?

**Deed of Gift  Gift Receipt**

**Invoice/Receipt  Other: Object on Deposit Form**

5. Has the object(s) been in the collection for at least three years? **Yes  No**

6. Describe the overall condition:

**Excellent  Good  Fair  Poor**

Details:

7. Current market value, as determined by appraisal or other estimation:

8. Was the object(s) ever exhibited? **Yes  No**

If yes, list it here:

9. Does the object have future value for exhibition, as a loan, or as part of a research or teaching collection? Please be specific. **Yes  No**

10. Does the object form part of a large category of similar objects at the museum?

**Yes  No**

11. Specific reason(s) for deaccessioning the object:

**Inappropriate for the collection**

**Duplicate or Inferior quality in the collection**

**Inconsistent with the mission statement or collecting goals**

**Violation of law/repatriation**

**Damaged/deteriorated beyond repair/health risk**

**Can no longer provide proper care**

**Fake/Forgery**

**Other: see below**

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12. Is there another museum, public institution, organization, or individual which might consider the object for exchange, purchase, or gift? **Yes  No**

13. The undersigned parties recommend the object to be deaccessioned.

### Name, title Date

### Name, title Date

14. The undersigned parties recommend the disposal of the object.

Recommended means of disposal:

Exchange

Of the following objects:

With (Organization/Address/Contact):

Date of Exchange:

Comment:

Public sale

Of the following objects:

With (Organization/Address/Contact):

Date of Sale:

Comment:

Donation

Of the following objects:

To (Organization/Address/Contact):

Date of Transfer:

Comment:

Destruction

Of the following objects:

Carried out by:

Date:

Comment:

Other:

**Authority for Deaccession**

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

**Office of the Provost**

Declined: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

**Office of the Provost**

Comment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_