**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**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_