SAMPLE MUSEUM
DEACCESSION NOTIFICATION

Object: Accession Number:
Source: How Acquired:

Current Market Value: $

CRITERIA FOR DEACCESSIONING

Check if applicable:

☐ POOR CONDITION: The object is in such shape that it has lost its physical integrity, identity, or authenticity; or it is beyond practical conservation and therefore of little or no artistic, historical, or exhibit value; or it endangers the rest of the collection.

☐ INAPPROPRIATE: The object is no longer (or never was) relevant to the purposes of the Museum or its collections policy.

☐ CARE: The Museum can no longer properly store or preserve the object.

☐ USE: It is doubtful that the object can be exhibited in the foreseeable future and it is inappropriate for study.

☐ REDUNDANCY: The Museum has one or more objects similar to or the same as this object. (Note below the object ID numbers of the similar objects.)

☐ Other: (specify)

COMMENTS:

Recommended Disposition: (Sale, Gift, Exchange, Destroy, or Other)

Suggested Destination:

Recommended by: ___________________________ Date: __________

Notified Donor on Date: _______________________________________

Approved by:
Sample Museum Director: ___________________________ Date: __________

Collections Committee: ___________________________ Date: __________

Museum President: ___________________________ Date: __________

Forms Filed: Records Changed: Cards Changed:
Curatorial Folder ☐ Accession Forms ☐
Accession Book ☐ Computer Databases ☐
Condition Folder ☐ Photography Files ☐
Insurance ☐

By: ___________________________ Date: ______________________

Collections Staff