

DEPARTMENT OF THE INTERIOR
DEPARTMENTAL MANUAL

Museum Property Handbook
(411 DM, Volume II)

Chapter 6 Deaccessioning

A. INTRODUCTION

If the Bureau has disposal authority for museum property, the following deaccession procedures shall be followed unless regulations granting bureau disposal authority conflict, in which case those regulations will take precedence. All deaccession actions must hold to the principles of 41 CFR 101-43 through 101-46. Deaccessioning (property term is "disposal") is the formal procedure whereby objects and/or specimens are permanently removed from the museum property collection (411 DM 2.3G(6)). Examples of deaccessions are exchanges, transfers, and losses. Each deaccession is assigned a unique number and documented by an appropriate deaccessioning form. A bound deaccession book (see example in Figure 6.1) and deaccession form (see example in Figure 6.2) recording all deaccession transactions and a deaccession folder (see example in Figure 6.3) are mandatory, and will be permanently maintained at the unit or at a location designated by the bureau. A report of survey must be used to document loss, theft, damage, destruction, or abandonment of museum property (410 DM 114-60.8). Only museum property owned by the unit free of restrictions and that has been cataloged as appropriate to the discipline, may be proposed for deaccession. All deaccessioning actions must be reviewed, approved or disapproved and signed by the designated authority(ies). All proceeds that are available to the bureau from deaccession actions must be used for museum property acquisitions.

NOTE: The best deaccession policy is a good accession policy. All deaccessioning actions should meet the highest standard of the museum profession, serve the best interests of the Department and the people of the United States, and maintain the confidence of the public trust.

1. Purpose

Bureau accountability practices for museum property require proper documentation of an object or specimen's acquisition through accessioning. Conversely, the books should be balanced by noting when an object and/or specimen leaves the bureau's ownership and custody through deaccessioning.

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Authority to deaccession museum property varies from bureau to bureau. As part of, or a supplement to this Chapter, Bureaus should cite their museum property deaccessioning authorities. As applicable, bureaus should amend other sections of the deaccession guidelines to conform to their bureau's authorities.

Procedures for action in all of the deaccession categories presented in this Chapter have been developed to ensure that each deaccession action meets the highest standards for accountability of museum property. Consideration has been given to the need for some flexibility for managers at all levels to efficiently manage the resources in their care. Curatorial staff and the optional Museum Property Committee review and recommend proposed deaccessions to the bureau's designated authority(ies) who approve(s) or disapprove(s) a proposed deaccession action.

2. Definitions

- a. Deaccession: (property term is "disposal") is defined as the formal procedure whereby objects and/or specimens are permanently removed from the museum property collection. Examples of deaccessions are exchanges, transfers, and losses.
- b. Institution: non-Federal, non-profit, tax-exempt agency or corporate body (such as a museum) for preservation, interpretation, display, or research of natural resource specimens and/or cultural objects.
- c. Curatorial staff: for purposes of these guidelines, this term refers to persons in each unit who have the responsibility for museum property management.
- d. "Sending" & "Receiving" units: a unit that deaccessions museum property is termed the sending unit. A unit that receives (and accessions) museum property deaccessioned by another unit is termed the

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receiving unit.

3. Common types of deaccessions are as follows: (Bureaus may identify other types).

! return to rightful owner. Refer to Section D in this Chapter.

! loss or involuntary destruction. Refer to Section E
in
this Chapter.

! outside scope of collection. Refer to Section F in
this Chapter.

! NAGPRA compliance. Refer to Section G in this
Chapter.

4. Summary of Dispositions for Museum Property Outside Scope of Collections in Order of Preference

- a. Exchange with or transfer to another unit museum property collection in the bureau
- b. Exchange with or transfer to another Department of the Interior bureau museum property collection
- c. Exchange with or transfer to other Federal museum property collection
- d. Exchange with Non-Federal Institution
- e. Sale to Non-Federal or Federal Institution
- f. Donation to Non-Federal Institution
- g. Sale to, or exchange with, individuals or entities other than Institutions
- h. Abandonment and Involuntary Destruction

B. DEACCESSIONING PROCEDURES

1. Intention at Time of Acquisition

All museum property acquired should be consistent with the Scope of Collection Statement (SOCS) for the unit (411 DM 2.3A(2)(a)). Ownership of museum property should

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not be acquired with the intent of subsequent deaccession. Proffered museum property that is outside a unit's SOCS may be referred to other units or institutions either by contacting the unit directly or referring the donor to other units directly. To accept a donation with intent to deaccession may cause the donor to lose the tax deductibility of the donation, as defined by the Internal Revenue Service.

Units should consult with interested or affected parties prior to initiating a deaccession action as a matter of courtesy and in compliance with the requirements of the National Historic Preservation Act of 1966, as amended, the Archaeological Resources Protection Act of 1979, as amended, and the Native American Graves Protection and Repatriation Act of 1990. A summary of these laws is provided in Appendix A. If the donation was made within two years before the deaccession, the donor should be notified in compliance with Internal Revenue Service requirements.

2. Public Interest and Trust

When museum property is proposed for deaccessioning, the action and ensuing process should in all ways be supportable in the light of public scrutiny.

a. Law and Policy

Every deaccessioning action should be consistent with relevant law and current Departmental and bureau policy.

b. Public Interest

Each action should evidence consideration of the need to safeguard the Federal Government against loss of the value represented by the museum property and an effort to keep the property in public ownership.

c. Employee Interest

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Deaccessioned museum property (or financial interest therein) shall not be acquired by any bureau employee, nor shall any employee appear to benefit personally in any way as a result of a deaccession action and subsequent disposition [see 411 DM 2.3G(6)(f)]. Additionally, deaccessioning should be conducted in a manner that precludes any real or apparent conflict of interest, as defined and described in the Department of Interior regulations: "Employee Responsibilities and Conduct," (5 CFR Part 2635 and related supplement).

3. Appraisals

Museum property has scientific, intrinsic, and/or monetary value. The dollar value constitutes only one component in determining the value of museum property, and though it may not even be used in a given deaccession action, the assignment of monetary value remains a necessary and accepted museum practice if the deaccessioning process is to be accomplished creditably and equitably and in the public trust. This is accomplished in two stages:

a. Initial Informal Estimate

The curatorial staff makes an initial informal estimate of the monetary value of the museum property to be deaccessioned. This may be done by reference to current values recorded on the catalog record, to appraisals made prior to acquisition, or to current market sources (e.g., auction catalogs, trade journals, or references to verbal estimates from dealers). Some museum property (e.g., small mammal study skins or common insects) has no market value. The value should be estimated item-by-item, based on a thorough review of current market prices.

The estimate(s) or written references to verbal estimates should be attached to the deaccession form. The method of determining monetary value is noted (e.g., market value).

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b. Formal Current Appraisal

After both the curatorial staff and the optional Museum Property Committee (if applicable) recommend museum property for deaccession, and this action is approved by the designated authority, the property should be appraised by a recognized bureau specialist or through a paid arms-length appraisal. If the value of any individual item is above a value to be determined by the bureau (i.e., no less than \$2,000 and no more than \$5,000), two independent arm's-length appraisals by qualified appraisers should be obtained. The appropriate bureau authority may also require a formal current appraisal to be made, regardless of specific dollar values as estimated by the unit, if there is reason to believe that it is necessary or desirable. Appraisal costs are generally borne by the unit initiating the deaccession.

Lists of appraisers can be obtained through the American Society of Appraisers or through curators of similar collections at other institutions. The appraiser personally examines the object(s) (at "arm's-length"). Professional ethics dictate that an appraiser is thereafter ineligible to acquire title to, or interest in, any object(s) appraised.

Appraisals should be attached to the deaccession form. Refer to Museum Property Handbook, Volume I, Chapter 3, Section D, for information on evaluation of museum property.

4. Documentation

A permanent record of the deaccession and related documentation is maintained at the initiating unit or at a location designated by the bureau. Deaccession actions are recorded in the deaccession book and on the deaccession form. Appropriate legal documents must be used to transfer title (ownership).

For every object and/or specimen permanently leaving the

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museum property collection, there should be a deaccession number assigned in the deaccession book, a completed deaccession form, and a deaccession folder. A bound archival deaccession book is also required. All catalog cards should contain a notation of the deaccession action and of the deaccession number. Reports of Survey may lead to deaccessioning.

a. Catalog Data

All museum property proposed for deaccessioning is accessioned and cataloged as appropriate to the discipline before the deaccessioning procedure is initiated. Documentation should be adequate to demonstrate that the unit knows precisely what the museum property is, its significance, and its intrinsic and monetary value. This documentation is

required in order to proceed with the proposed action.

b. Deaccession Book (Figure 6.1)

The bound deaccession book contains a current sequential log of deaccession transactions that documents all museum property proposed for deaccession. The deaccession book must include the following mandatory data [411 DM 2.3G(6)(g):

- ! Deaccession number
- ! Deaccession approval or disapproval
- ! Date deaccession approved or disapproved
- ! Disposition
- ! Date disposition approved or disapproved
- ! Date deaccessioned

Additional data categories are shown in Figure 6.1.

Procedures for data changes, and preservation and storage of the deaccession book are identical to those for the accession book. Refer to Chapter 2, Section D. Changes in data should be entered adjacent to the original data with a single line

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drawn through the original data, if appropriate. All changes should be dated and accompanied by a signature.

The deaccession book must meet the same physical requirements for permanence and security as the accession book (see 411 DM, Volume II, Chapter 2).

c. Deaccession Form (Figure 6.2)

The deaccession activity should be documented thoroughly. Documentation of the deaccession should be recorded on a form developed for this purpose. Copies of the catalog data should be attached. All the mandatory data are included on the form.

One informational copy of each completed and approved deaccession form (without attachments) should be filed with the appropriate office designated by the bureau.

d. Deaccession Folder (Figure 6.3)

A deaccession folder must be permanently maintained for each deaccession at the unit or at a location designated by the bureau. It contains one copy of each completed deaccession form and other pertinent data. The folders should be made of archival quality acid-free card stock.

5. Revenues from Sales of Deaccessioned Objects and/or Specimens

Allocation

All revenues from sale of museum property deaccessioned from bureau collections should be earmarked for use only in acquisition of additional museum property; refer to 411 DM 2.3G(6)(e).

6. Packing and Shipping

Sending units, that have responsibility for shipping

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deaccessioned museum property, should pack and ship the property in a manner consistent with current museum practice, Departmental standards, and relevant bureau instructions. The unit should take all reasonable care necessary to assure that deaccessioned property is not damaged or further deteriorated in transit. Costs of shipping are normally borne by the receiving unit, institution, or person, unless agreed otherwise prior to shipping. Refer to Departmental Museum Property Handbook, Volume I, Chapter 8, for guidance on packing and shipping museum property.

7. Approval of Deaccession

All deaccessions must have the written approval, by signature, of the unit's designated authority(ies) on the deaccession form. All deaccessions are recommended for approval or disapproval by curatorial staff and the optional Museum Property Committee.

8. Disapproval of Deaccession

If the deaccession proposal is disapproved by the designated authority(ies), the package goes to the relevant deaccession folder(s) as a permanent record. The deaccession number is not reused.

C. MANDATORY DATA FOR TRACKING DEACCESSIONS

1. List of Mandatory Data for Deaccessions

The following mandatory data categories for each deaccession action must be maintained [411 DM 2.3G(6)(g)]:

- ! Deaccession number
- ! Listing of catalog numbers and object and/or specimen names
- ! Item count of objects or specimens
- ! Value of each object or specimen
- ! Designated authority name
- ! Deaccession approved or disapproved

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- ! Date deaccession approved or disapproved
- ! Disposition
- ! Disposition approved or disapproved
- ! Date disposition approved or disapproved
- ! Date deaccessioned

2. Deaccession Data Definitions

Deaccession Number

The deaccession number is the unique number given to the transaction for accountability and tracking purposes. The number should be cross referenced with the accession and/or catalog numbers.

Listing of catalog numbers and object and/or specimen names

A listing by catalog number and object or specimen name assists in cross referencing information about the object and/or specimen proposed for deaccessioning.

Item Count of Objects and/or Specimens

A total item count of objects and/or specimens within one deaccession transaction.

Value of each Object and/or Specimen

The value given by an "arm length" appraiser of the object and/or specimen.

Designated Authority Name

The name, last name first, of the bureau's designated authority(ies) who approved or disapproved of the deaccession action.

Deaccession Approved or Disapproved

Indicate if the bureau's designated authority(ies) approved or disapproved the proposed deaccession.

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Date Deaccession Approved or Disapproved

The month, day and year the bureau's designated authority(ies) approved or disapproved of the proposed deaccession.

Disposition

The method of disposal chosen.

Disposition Approved or Disapproved

Indicate if the bureau's designated authority(ies) approved or denied the method of disposition proposed, indicate if an alternative disposition was approved.

Date Disposition Approved or Disapproved

The month, day and year the disposition was approved or disapproved.

Date Deaccessioned

The month, day, and year the object and/or specimen was officially removed from the museum property records.

D. RETURN TO RIGHTFUL OWNER

On rare occasions, a unit may possess museum property acquired from previous holders who were not the legal owners. In these instances, the unit may be required to deaccession and return the property to the rightful owners. Such deaccessions should be recommended for approval by curatorial staff, the optional Museum Property Committee, and approved by the designated authority(ies).

1. Justification

A deaccession in this category occurs only in accordance

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with a solicitor's opinion, or by order of a court of competent jurisdiction.

2. Procedure

Documentation and packing and shipping of the deaccession proceeds as outlined in Section B of this Chapter. A copy of the opinion or court order should be placed in the relevant accession folder.

E. LOSS OR INVOLUNTARY DESTRUCTION

Museum property in this category has in common the characteristic of "unintentional loss," in contrast to purposeful deaccession. Examples of museum property that should be included in this category are those that are:

- ! stolen and not recovered within one month;
- ! vandalized beyond repair;
- ! consumed or effectively destroyed by fire, flood, or other disaster;
- ! destroyed by biological or chemical attack; and,
- ! not known to have been stolen, but which cannot be located within 30 days after a thorough search.

Deaccessioning of missing museum property or unrecovered stolen museum property should proceed with the awareness that the property may, at some time in the future, re-enter the museum property system.

A Board of Survey must be appointed to investigate loss, damage, or destruction of Government property. The board is required to complete a report of survey documenting the investigation and make recommendations as to the disposition of the property and financial liability regarding the loss, damage, or destruction (410 DM 114-60.813). Copies of the report of survey should be filed in the deaccession folder.

Ideally, deaccessions in this category never occur. A major goal of museum property management is to prevent opportunities for losses of this nature. Therefore, deaccessioning in this category should be thoroughly reviewed

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with an eye to reducing risks and preventing recurrence. Refer to Volume I of this Handbook, Chapters 11 and 12 for additional guidance in this area. Refer to Chapter 4 of this Volume, for the bureau's designated authority's duties in the event of a loss.

1. Initiation of Action

The deaccession form is prepared by curatorial staff. Attached to the form are copies of the relevant catalog data.

2. Reporting the Loss

If the loss is due to an incident that was reported, a copy of all relevant reports are attached (e.g., law enforcement report or report of survey).

3. Optional Museum Property Committee Review

After a Board of Survey has convened and Report of Survey, deaccession form and deaccession book entries are completed, the documentation may be circulated to the optional Museum Property Committee for review, comment, and recommendation. Review comments should focus on the likelihood of the loss being irretrievable and on prevention of similar losses in the future.

4. Bureau Designated Authority Action

The bureau designated authority receives the documentation and reviews it for approval or disapproval.

a. Disapproval

The museum property remains "on the books;" the deaccession action stops. Disapproval may be due to insufficient verification of loss, inadequate search, or disagreement as to the degree of damage to the property. The documentation remains in the

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deaccession folder as a permanent record. The same deaccession may be proposed again at a later date, if more justification is found.

b. Approval

Upon approval, the package of deaccession documents is processed following standard deaccession procedures outlined in Section B and in 410 DM 60.802-2 and 60.802-3.

c. Corrective Action

In either case, the bureau designated authority may order corrective actions to be taken to prevent recurrence of the loss.

5. Destruction of Damaged Museum Property

Damaged museum property in the unit's possession that has been deaccessioned in this category and proposed for destruction, should have the subsequent destruction witnessed and attested to by the bureau designated authority and a member of the Board of Survey (410 DM 114-60.806-6). This becomes part of the permanent record of the deaccession action.

6. Subsequent Recovery

If stolen or lost museum property is later recovered (or discovered) and returned to the unit's possession the actions listed below should be taken.

! A note to that effect is made in the accession book.

! The relevant deaccession package in the accession folder is marked "VOID," with the date and signature of the unit's designated authority (for the subject museum property).

! The same notation is made on the copy of the deaccession form in the deaccession folder, and

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notification is sent to the appropriate bureau authority. Notations are also made on the accession and catalog records.

! When known, the circumstances of the recovery should be documented in the accession folder; this adds to the documentary history of the museum property.

F. OUTSIDE THE SCOPE OF COLLECTION STATEMENT

Absence of an approved Scope of Collection Statement (SOCS) precludes deaccessioning in this category.

Museum property may be considered to be in this category when it is:

! not clearly within the time, area, and subject limits defined in the SOCS; or,

! it fits the SOCS but greatly exceeds the number of identical objects and/or specimens recommended.

No museum property added to the collection as the result of systematic archeological study within the unit boundary may be deaccessioned in this category [Archaeological Resources Protection Act of 1979 (16 USC 470 aa-mm)]. These site-specific collections, and their associated records, are by law and policy to be maintained intact as part of the unit's resource, and therefore can never be outside the SOCS.

Museum property that is owned by the bureau and/or unit may be proposed for deaccessioning in this category. Museum property acquired with restrictions that are contrary to any of the legal dispositions of deaccessioned museum property (i.e., property must remain at the unit in perpetuity) cannot be proposed for deaccessioning. In this case, the unit should either keep the property or seek court approval for removal of the restrictions.

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1. Initiation of Action by Curatorial Staff

a. Preparation of Deaccession Form

A single form may be used for one object or specimen, for all museum property in a lot with one catalog number, or for museum property in one or several accessions.

b. Catalog Record

A copy of the catalog record for every object or specimen or lot in the deaccession should be attached to the deaccession form. Catalog data are needed to support the proposed deaccession action and to aid in the subsequent disposition of the museum property. Individual or group photographs of the museum property may be desirable.

c. Appraisals

Appraisals should be attached or included with the catalog data, when applicable. Refer to Section B of this Chapter. The total value of the deaccession should be included on the deaccession form.

d. Justification

A concise written justification for deaccessioning the museum property is provided, making reference to the SOCS.

The curatorial staff may recommend a disposition for the museum property, pending approval of the deaccession.

When strong justification appears to exist for making a particular disposition that is out of the established order of preference (see Section F.6 below), the curatorial staff may so recommend and provide the justification. If a recommended disposition would remove the deaccessioned museum property from bureau custody without consideration of

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transfer to another area of the bureau, the justification should be specific as to why it would not be possible or desirable to make such a transfer.

2. Optional Museum Property Committee Review

The optional Museum Property Committee reviews proposed deaccessions and makes recommendations to the bureau's designated authority(ies).

a. Schedule

The committee should meet at intervals designated by the bureau.

Committee members should have sufficient notice and opportunity to review the deaccession proposal(s) before meeting.

b. Scope of Action

The deaccession information package is circulated to the optional Museum Property Committee for review and comment on the justifications and the recommended disposition (comments to be attached on separate sheets). The committee should review proof of ownership of the museum property, justification for deaccessioning, and proposed disposition, if any.

The committee may request further information during its review, from any sources considered necessary and relevant.

c. Recommendations

The committee recommends the following with respect to each deaccession:

- ! approval or disapproval of the deaccession; and,
- ! recommendations, if any, as to method of disposition.

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3. Designated Authority Action

The bureau's designated authority(ies) for museum property receives the deaccession folder and, after considering the staff and optional Museum Property Committee's recommendations, may, in writing, disapprove any proposal, or approve the deaccessions.

Following review and consideration of the recommendation of the staff, and of the optional bureau Museum Property Committee, the designated authority approves or disapproves the recommended disposition in writing and returns the deaccession folder to the unit.

The disposition may be made according to the: preferred order of alternatives (see Section F.5 below), or the unit's specific recommended disposition, or another method selected by the bureau's designated authority(ies), with written justification.

If the bureau has established a bureau Museum Property Committee the deaccession packages approved by the unit's designated authority may be forwarded for review by the bureau Museum Property Committee.

a. Approval of Disposition

Upon approval the package of deaccession documents is processed, following steps outlined in B.

b. Disapproval of Recommended Disposition

In instances where the deaccession is approved but the recommended disposition is not, the deaccession may be resubmitted with an alternative disposition recommended.

c. Disapproval of Deaccession

Disapproved deaccession packages should be returned to the unit. If the deaccession is disapproved, a written justification should be provided.

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4. Disposition Action

Approved packages are returned to the unit for disposition. If a specific disposition has been approved, or if a need has become known at a unit in the same bureau, the unit may immediately effect disposition. Otherwise, the unit should take steps to dispose of the museum property according to the preferred order of alternatives.

5. Disposition by Preferred Order of Alternatives
(Caution: Bureaus must have specific legal authority to effect any of the following dispositions.)

a. General

1) **Location of Museum Property**

Museum property covered by an approved deaccession remains at the sending unit until disposition is completed. However, the material may be moved to a central repository if the disposing officer deems this step necessary for care and disposition.

2) **Aggregating Deaccessions**

Museum property from more than one deaccession may be aggregated to facilitate disposition.

b. Exchange with or transfer to Other Federal Collections

1) **Survey of Bureau**

The disposing officer advertises throughout the bureau to locate a place where the available museum property fits the SOCS, is needed, and can receive adequate care.

If exchange or transfer can be effected within the bureau the sending unit documents the action

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and ships the museum property. The receiving unit accessions the museum property according to current bureau policy and guidelines for newly acquired museum property.

2) **Survey of other Departmental Bureaus**

If placement cannot be made within the bureau, other Departmental bureaus are surveyed for placement.

3) **Survey of Other Federal Departments and Agencies**

If placement cannot be made within the Department, other Federal Departments and Agencies with museum property are surveyed for placement if the bureau has such disposition authority.

4) **Multiple Opportunities**

If several opportunities for disposition are available, the material should be exchanged or transferred to the collection that offers the greatest ability to preserve the museum property and the greatest likelihood of exhibit or other public benefit.

c. Exchange with Museum or similar non-Federal Institution

This step is taken following failure to place the museum property in other Federal collections.

1) **Announcement**

The disposing officer uses all reasonably available means to contact institutions that may be in a position to make an exchange for deaccessioned museum property. The following

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conditions should be met:

- ! object/specimen(s) received should be of museum quality;
- ! object/specimen(s) received should fit the institution's (or equivalent) SOCS, be needed for the museum property collections, and be assured of adequate care at the receiving unit(s); and,
- ! the exchange should be equitable and in the public interest.

2) **Multiple Opportunities**

If several opportunities for exchange are presented, the choice may be based on the following criteria:

- ! benefit to the bureau;
- ! ability of the recipient institution to maintain and care for the museum property; and,
- ! likelihood of exhibit or other public benefit.

3) **Procedures**

If an exchange is effected, the sending and receiving parties follow the procedures described in Section B of this Chapter. A sample exchange agreement is provided in Figure 2.16.

d. Sale to Museum or Similar non-Federal Institution

This step is taken only after failure to effect an exchange with an institution.

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The disposing officer uses all reasonably available means to contact institutions that may be interested in bidding for the deaccessioned items.

Prospective bidders should be notified of the circumstances of the bidding and have an opportunity to review the catalog data and the objects or specimens themselves. Notice of sale follows procedures listed in (f) below.

Sale should be by sealed bid and go to the highest bidder. Disposition of revenues should be earmarked for use in acquisition of museum property.

The completed deaccession is documented by the sending unit, including sale documents and the procedures in Section B are followed.

- e. Donation to Museum or Similar non-Federal Institution
This method of disposition is used only if sale to an institution has not been possible.

The disposing officer surveys institutions eligible to receive the deaccessioned museum property as a donation, using all reasonable and appropriate means.

If several opportunities for donation appear, the selections should be based on:

- ! ability of the recipient institution to maintain and care for the objects or specimens;
- ! likelihood of exhibit or other public benefit;
- and,
- ! granting of right of first refusal to the originating unit if the receiving institution subsequently decides to dispose of the material.

The completed deaccession is documented by the

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sending unit, including gift documents. The packing and shipping procedures in Section B are followed.

- f. Sale to, or Exchange with, Individuals or Entities, other than Institutions.

This avenue of disposition should be a last resort only after all other methods have failed.

1) **Procedures**

If directed to use this method of disposition, the disposing officer may use procedures that parallel those for the General Services Administration (GSA) for sale of surplus property regarding length of notice, provision for review of the museum property and sealed bid requirements.

The procedures may vary from GSA procedures in the ways listed below.

! Advertisement should be in communities where the museum property involved is located, in trade, craft, or hobby journals relevant to the museum property being disposed of, and by any other means likely to reach prospective buyers.

! Bidders may offer cash or items in trade. The disposing officer may accept the offer believed to be in the best interests of the bureau.

! The disposing officer reserves the right to dispose of the museum property by using any of the previously mentioned methods of disposition up to the day of the sale.

2) **Proceeds**

Funds from the sale should be used for

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acquisition of museum property.

3) **Documentation and Transfer**

Sending units document and ship and pack the transfer. Refer to Section B of this Chapter. Receiving units accession objects and/or specimens and provide care according to current bureau policies and guidelines.

g. **Abandonment and Involuntary Destruction**

This method of disposition can be ordered by the bureau's designated authority. A certificate of unserviceable property shall be prepared under the conditions outlined in 410 DM 114-60.802. It should be approved and directed only after recommendation by curatorial staff and the optional Museum Property Committee, and after all other methods of disposition have failed. Some natural history specimens, with no monetary, or potential historic or scientific value need not be advertised. All deaccessions of any type must be documented.

Documentation of disposition by destruction follows the procedure described in Section B of this Chapter. For museum property transferred to repositories, the

manager of the repository may witness the destruction in lieu of the bureau designated authority.

G. NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Procedures will be provided when available, in conformance with the implementing regulations to be issued by the Department in 1993.

H. FIGURES

List of Figures

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- Figure 6.1 Deaccession Book
- Figure 6.2 Deaccession Form
- Figure 6.3 Deaccession Object and/or Specimen List
- Figure 6.4 Deaccession Folder (Sample)

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**SAMPLE
DEACCESSION BOOK**

Deaccession Number	Date Prepared	Deaccession Type	Date Deaccession Approved	Date Deaccession Disapproved	Disposition	Date Disposition Approved	Date Deaccessioned

Figure 6.1 Deaccession Book

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**SAMPLE
DEACCESSION FORM**

General

Deaccession No.: _____ Date Deaccessioned : _____

Item Count of Objects and/or Specimens: _____ List attached

Accessions Involved: _____

Deaccession Type:

Return to Rightful Owner

Loss or Involuntary Destruction

Outside Scope of Collection

Exchange Transfer Sale Donation Abandonment

NAGPRA Compliance

Prepared By: _____ (Date) _____
(Signature & Title)

Justification for Deaccession: _____

Cause of Loss or Abandonment: _____

Proposed Disposition: _____

Total Value: \$ _____ Estimate: \$ _____ Appraisal: \$ _____

Museum Property Committee

Deaccession Recommended: Yes: _____ No: _____

Disposition Recommended: Yes: _____ No: _____

Comments:

(Signature of Chair, Museum Property Committee) (Date)

Designated Authority

Deaccession: Approve: _____ Disapprove: _____

Disposition: Approve: _____ Disapprove: _____

(Signature & Title) (Date)

Note: Attach required justifications.

Figure 6.2 Deaccession Form

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<p style="text-align: right;">Page _____ of _____</p> <p style="text-align: center;">SAMPLE DEACCESSION OBJECT AND/OR SPECIMEN LIST</p> <p>Unit Acronym or Identifier _____</p> <p>Deaccession No. _____</p> <p>Use this form to provide a list of the catalog numbers, object and/or specimen names, and their value. This form is used as an attachment to the Deaccession Form.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 20%;">Catalog Number</th><th style="width: 50%;">Object and/or Specimen Name</th><th style="width: 30%;">Value</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>	Catalog Number	Object and/or Specimen Name	Value																																																						
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Figure 6.3 Deaccession Object and/or Specimen List

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<p align="center">DEACCESSION NUMBER</p> <p>INSTRUCTIONS: This Deaccession Folder is used whenever museum property is deaccessioned by the bureau. All copies of documents relating to the museum property deaccessioned are to be included.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%; padding: 5px;">A. DEACCESSION INFORMATION IN FOLDER</th> <th style="width:50%; padding: 5px;">B. PURPOSE</th> </tr> <tr> <td style="padding: 5px;"> <p>G Deaccession Form</p> <p>G Justifications</p> <p>G Museum Property Committee Comments</p> </td> <td style="padding: 5px;"> <p>G Return to rightful owner</p> <p>G Loss or involuntary destruction</p> <p>G Outside Scope of Collection G Exchange G Transfer G Sale G Donation G Abandonment or Involuntary Destruction</p> <p>G NAGPRA Compliance</p> </td> </tr> </table> <p>Indicate location of following:</p> <ol style="list-style-type: none"> 1. Correspondence relating to transaction 2. Case Incident Report 3. Report of Survey (DI-103) 4. Field Notes or Research Notes 5. Accession or Catalog Numbers 6. Appraisals 7. Photographs 8. Exchange Documents 9. Outgoing Transfer of Property (DI-104) 10. Sale document 11. Donation document 12. Documentation of abandonment or destruction 13. Other <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%; padding: 5px;">Accession Folder</th> <th style="width:33%; padding: 5px;">Catalog Folder</th> <th style="width:33%; padding: 5px;">Deaccession Folder</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	A. DEACCESSION INFORMATION IN FOLDER	B. PURPOSE	<p>G Deaccession Form</p> <p>G Justifications</p> <p>G Museum Property Committee Comments</p>	<p>G Return to rightful owner</p> <p>G Loss or involuntary destruction</p> <p>G Outside Scope of Collection G Exchange G Transfer G Sale G Donation G Abandonment or Involuntary Destruction</p> <p>G NAGPRA Compliance</p>	Accession Folder	Catalog Folder	Deaccession Folder																																																																					
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Figure 6.4 Deaccession Folder (Sample)

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6:31