



**Latah County Historical Society**  
327 East Second Street Moscow, ID 83843

### Record of Deaccession

Date \_\_\_\_\_

Object to be considered for deaccessioning:

Accession Number: \_\_\_\_\_

Object Number: \_\_\_\_\_

Object Name: \_\_\_\_\_

Description of Object:

Donor: \_\_\_\_\_

Date of Acquisition: \_\_\_\_\_

Object is legally owned by LCHS.  YES  NO

Donation/acceptance of Object: (see Scope and Collections Policies, page 6)

Under what conditions was Object accepted?

What restrictions were made by the donor as to use and disposal?

Why did the society accept Object?

Reasons for deaccession:

- Object is not relevant to events or persons of Latah County
- Object is of no use in the Society's research, exhibit, interpretation, or restoration activities
- Object cannot be properly stored or preserved by LCHS
- Object will receive more appropriate interpretation from another institution
- Object has deteriorated or is damaged beyond usefulness or repair
- Object is a fragment of another object or is unidentifiable
- Object is made of or includes hazardous materials that affect other artifacts in the collection or the health and safety of employees or other persons
- Object is duplicated by another artifact in the collection
- Other: \_\_\_\_\_

Explanation of reason checked above:

Recommendations for method of disposal/disposition: (see Scope and Collections Policies, page 5)

- Transfer to education collection
- Disposal due to poor condition
- Transfer to another institution: \_\_\_\_\_
- Other: \_\_\_\_\_

Actions taken on recommendation for deaccession:

Referral by Curator

\_\_\_\_\_

Signature of Curator

\_\_\_\_\_

Date

Collections Committee approval:

\_\_\_\_\_

Signature of Collections Committee Chairperson

\_\_\_\_\_

Date

Board of Trustees approval:

\_\_\_\_\_

Signature of President

\_\_\_\_\_

Date

Action noted on the following records:

- Copy of deaccession form stapled to Deed of Gift
- CatalogIt records
  - Create Deaccession File
  - Change Collection to Deaccessioned
  - Other:
- Original deaccession form filed