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| Made on behalf of ISM Collections Committee by: |  |  |  |
|  | NAME | TITLE | DATE |
| **All items in this inventory must be disposed of in the manner proposed on this form.** |
| **#** | **Object Number** | **Object Name** | **Criteria for Deaccession** | **Suggested Disposal Method** | **Board Approval** |
| **1** |  |  |  |  | YES | NO |
| **2** |  |  |  |  | YES | NO |
| **3** |  |  |  |  | YES | NO |
| **4** |  |  |  |  | YES | NO |
| **5** |  |  |  |  | YES | NO |
| **6** |  |  |  |  | YES | NO |
| **7** |  |  |  |  | YES | NO |
| **8** |  |  |  |  | YES | NO |
| **9** |  |  |  |  | YES | NO |
| **10** |  |  |  |  | YES | NO |
| **CRITERIA FOR DEACCESSION**:1. Item is outside the scope of or incompatible with the mission of the ISHS.
2. Item has failed to retain its identity or authenticity, has deteriorated to the point where it is beyond conservation, or is a danger to the safety of staff, visitors, or other collections items.
3. Item has been lost or stolen and remains missing for more than two years.
4. Item duplicates other objects in the collection or is from an overrepresented area in the collection.
5. The ISHS is unable to provide proper care and storage for the object.
6. Item has doubtful potential use in the foreseeable future or has accidentally been accessioned twice.
7. Item has been accessioned inappropriately into the permanent collection.
 | **APPROVED DISPOSAL METHODS:**1. Transfer to ISHS Education Collections
2. Transfer, trade or sale to another museum or non- profit organization
3. Trade/exchange for item(s) more appropriate to ISHS collection
4. Public auction
5. Destruction

In accordance with the American Alliance of Museums, all proceeds from the sale of deaccessioned items must be used for the acquisition or direct care of collections. |

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| **STANDARDS FOR DEACCESSION** |
| ISM has unrestricted, unencumbered title to object(s) (check one): | YES | NO |
| Object(s) listed here were accessioned three or more years prior to proposed deaccession: | YES | NO |
| The following records have been searched for relevant information on the object(s): |
|  | Accession & Catalog Records | YES | NO |  |  |
| Original Ledgers  | YES | NO | Not Applicable |  |
| Manila Files | YES | NO | Not Applicable |  |
| Donor Catalog Cards | YES | NO | Not Applicable |  |
| Object Catalog Cards | YES | NO | Not Applicable |  |
| Collections Management Database | YES | NO |  |  |

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| **DEACCESSION APPROVED BY** |
| Approved by Idaho State Museum Collections Committee on: |
| ISHS Board of Trustees: | YES TO ALL | YES TO SOME | NO TO ALL | Meeting Date: |  |
| **Attach copies of Board of Trustees Meeting Minutes to this Form.** |

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| **FINAL DISPOSITION OF DEACCESSIONED ARTIFACTS** |
| If transfer or trade, list receiving institution/work-group: |  |
| If public sale, list auction house: |  |
| If destruction, list method: |  |
| Disposal witnessed by: |  |  |  |
|  | AUTHORIZED STAFF MEMBER | SIGNATURE | DATE |