

Information Sheet

Deaccessioning & Disposal (Branches)

August 2025

NTSA Collections Coordinator

Actions

Put the object/s identified for deaccession somewhere in the storeroom on their own, away from the rest of the Collection.

Ideally, storerooms should be made up of a number of Collection areas including, objects awaiting transfer into the Collection, and those potentially facing transfer **out of the Collection**.

The Deaccession Process

Please use the following steps as a guide:

1	Identify and list the objects you consider possible for deaccession
2	Check museum records, such as donor and date of acquisition, for any information on the object if not already known
3	Fully list objects with any known relevant information and prepare to be presented before Collections or Curatorial Committee of the museum for consideration, including a recommendation, and Fill in a Deaccession Recommendation Cover Sheet. It should include the following: i. Accession number (if one exists) and description ii. Provenance iii. Advance on legal status of object iv. Reason for deaccessioning v. Any additional information you have from advisers regarding value, etc vi. Recommended method of disposal
4	If Committee agrees to deaccession, remove object from any museum records such as card catalogue, accession register, object files or computer database. Remember to record in the accession register the fate of the object so that this is recorded for future museum workers.
5	Place object in 'Deaccessioned Items' area of your storeroom for a recommended 'cooling off period' of at least twelve (12) months. This time is provided to allow any further information about the object to come to light, such as relevance, value, provenance etc.
6	During this time, you may act on the Committee's recommendation for method of disposal by contacting donors, other institutions, etc.
7	After the cooling off period, dispose of the object following the hierarchy of methods of disposal
8	Develop a file, register or database of deaccessioned items with detailed information including a photograph for future reference.