Deaccessioning and disposal flow chart

Identify objects and prepare a report including all known information about the objects.

Take the report to the curatorial commitee for their decision.

Decision: deaccession

Place object in 'deaccession area' for a 12 month cooling off period. Detail in records the object's status.

Disposal - first offer to return the object to the donor.

Second offer to transfer the object to another institution.

Third sell the object at auction.

Keep a the details of all deaccessioned objects including the method of disposal and date.

Decision: retain

Return object to the collection.