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| **Deaccession Form Deaccession number**  |
| Accession number  |
| Object type |
| Deaccession reason/typeOutside scope, hazardous substance etc |
| Notes on deaccession (attach research and outline how decision was made) |
| Condition report and technical report (attach)  |
| Object names and descriptions ( attach list) |
| List of attachments to form (e.g. letter from donor, appraisal)  |
| Photograph/s (attached) image file no. |
| Communication and media plan (attached) |
| Risk assessment (attached)  |
| Proposed transfer or disposal method and reasons  |
| **Review and recommendation**: Name Position Date**Deaccession recommended**: Name PositionDate**Disposal recommended**: Name Position Date |
| Collection staff or volunteer name PositionSignature  |
| Collections Advisory committee review and recommendation if relevant (attached) |
| Heritage value, context considerations and advice (attached) |
| Expert advice given by: Name contact  |
| Expert opinion (attached) |
| **Deaccession approval given**NameSignature Date **Transfer/disposal approval given**Name Signature Date  |
| **Chair or governing body approval** NamePositionSignatureDate   |