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**IDAHO DEPARTMENT OF PARKS AND RECREATION  
POLICY AND PROCEDURES MANUAL**

**PROCEDURE TITLE: Deaccession Procedure**

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**APPROVAL:**   
\_\_\_\_\_  
Director

**OPERATIONS**  
\_\_\_\_\_  
Policy Owner

The deaccession process will be cautious, deliberate, and scrupulous. Materials excluded in this policy are those incidental and duplicate items routinely culled from collections during processing but must be approved by committee. The process will not be looked to as a means to provide extra income to the Department or to any individual with the Department.

I. DEFINITIONS

- A. Deaccession: the process of permanently removing accessioned archival material(s), historic photograph(s), and museum object(s) from collections.
- B. Deaccessions Committee: Appointed by Director and defined in section VI.
- C. Props: items that are used to enhance exhibits but are not archival material(s), historic photograph(s) or museum object(s).

II. DEACCESSION CRITERIA

- A. Archival material(s), historic photograph(s), and museum object(s) must be free from donor-imposed restrictions.
- B. All deaccessions must be reviewed and approved by Deaccessions Committee.
- C. Archival material(s), historic photograph(s), and museum object(s) will be considered for deaccession if the item:
  - 1. Is outside the scope of the statement of purpose of the museum and its acquisition policy;
  - 2. Is a duplicate; (Duplicates not otherwise needed for research, exhibit purposes, or for the circulation of educational traveling exhibits, and which are in fact duplicates, may be disposed of. First right of disposal will be given to other Department Museums, then to another State agency.)
  - 3. Has deteriorated beyond usefulness, or has failed to retain its identity and authenticity;
  - 4. Poses a physical hazard or is dangerous to the health of museum personnel;
  - 5. Is the subject of irreversible deterioration or infestation, particularly when it may imperil the condition of other artifacts in collections and/or in an exhibition;
  - 6. Is determined to be a fraud or fake, or is not a proper representative of its class of artifacts;

7. Is unable to be preserved properly by the museum;
8. Is to be repatriated to Native Americans under the Public Law 101-601 & UC 9-9-401 through 406 of the Native American Graves Protection and Repatriation Act;
9. Is acquired contrary to the collections policy after the effective date of such policies or amendments, will be returned to the original owner, provided that return to the owner will not perpetuate the artifact(s) having been obtained illegally; or
10. Has been missing for more than seven (7) years, and the loss has been documented by annual inventories and/or incident reports.

### III. DEACCESSION PROCEDURE

- A. The Manager will determine that the department fully and legally owns the item(s) before any archival material(s), historic photograph(s), or museum object(s) is recommended for deaccessioning.
- B. The Manager will determine that archival material(s), historic photograph(s), or museum object(s) has been accessioned into the museum's collection for two (2) years prior to being deaccessioned.
- C. The Manager may recommend, in writing to the Region Manager, deaccessioning any archival material(s), historic photograph(s), or museum object(s) if it meets one or more of the criterion in Section II. C.
- D. All recommendations for deaccessioning will be taken to the Deaccession Committee, see section E for approval. All recommendations will include:
  1. The fullest documentation on the item(s),
  2. The reason for deaccessioning,
  3. A copy of the recent appraisal, if the object(s) is to be disposed as outlined in C.3,
  4. A recommended means of disposal.
- E. The Manager will carry out the means of disposal and will maintain all records documenting deaccessions.

### IV. MEANS OF DISPOSAL

- A. Donation
  1. Archival material(s), historic photograph(s), or museum object(s) may be donated to another library, historical society, or museum when the item(s) would benefit the collection of the other institution.
  2. The library, historical society, or museum selected must collect the type of item(s) offered, and must be able to properly care for the donated item(s).
  3. The Department does not allow the gift of deaccessioned objects to its employees, officers, trustees, or to their representatives.
- B. Exchange
  1. Archival material(s), historic photograph(s), or museum object(s) may be exchanged with another library, historical society, or museum when the item(s)

would benefit the collection of the other institution.

2. The library, historical society, or museum selected must collect the type of item(s) offered, and must be able to properly care for the exchanged item(s).
3. The value of the archival material(s), historic photograph(s), or museum object(s) to be received will be reasonably commensurate with the value of the artifact to be disposed.
4. The item(s) received fulfills a particular need in the museum's exhibits, research fields, or education programs.

C. Sale

1. Archival material(s), historic photograph(s), or museum object(s) will be sold at public auction administered by the Purchasing Agent and State Surplus Property Agency.
2. The Department will secure an outside appraisal for all objects to be deaccessioned by sale.
3. The Department does not allow the sale of deaccessioned objects to its employees, officers, trustees, or to their representatives.
4. Funds received through the sale of deaccessioned objects from the collection will be deposited into an IDPR dedicated fund deemed appropriate by the Operation's Administrator and appropriated and subsequently expended through the normal agency budget process.

D. Destruction

1. Archival material(s), historic photograph(s), or museum object(s) may be destroyed in an appropriate manner if it is worn, infested with deleterious chemical substances or vermin, or is hazardous and dangerous to the health of department personnel.

E. Repatriation

1. Museum objects shall be repatriated in accordance with state and federal

NAGPRA laws.

V. DISPOSAL OF NON-COLLECTION ITEMS

Non-collection items such as exhibit props or educational material do not meet the requirements to be accessioned into the collections and, therefore, will be referred to as non-accessioned items.

- A. Criterion for disposal is the same as for deaccession of collection objects.
- B. The Manager will keep a list of non-accessioned items.
- C. The Manager will make a recommendation for disposal of non-accessioned items to the Region Manager, who must approve the recommendation.
- D. Procedures for disposal are the same as for the deaccession of collection objects.
- E. The Department does not allow the sale or gift of non-accessioned items to its employees, officers, trustees, or to their representatives.

VI. Deaccessions Committee

The Deaccessions Committee will be appointed by the Director and consist of a Region Manger, a Manager from the various collecting disciplines (in the Department), and, at the discretion of the Director, adjunct Managers or other ad hoc members from the appropriate academic disciplines. In its deliberations the Department's Collection Policy will guide the Scope of Collections and the Deaccessions Committee. The Deaccessions Committee will have primary responsibility for proposed deaccessions. This committee, at the discretion of the Director, will meet as needed.