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| **Deaccession Form Deaccession number** |
| Accession number |
| Object type |
| Deaccession reason/type  Outside 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  Position  Date  **Disposal recommended**:  Name  Position  Date |
| Collection staff or volunteer name  Position  Signature |
| 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**  Name  Signature  Date  **Transfer/disposal approval given**  Name  Signature  Date |
| **Chair or governing body approval**  Name  Position  Signature  Date |