

Deaccessioning Recordkeeping Worksheet

Collection Name and Accession Number:

Archivist

- The collection will be pulled from the shelves and a check-out slip placed into the collection's location and held for shipping. If applicable, materials will also be pulled from the following locations:
 - Shelf Location
 - Safe
 - Subject Files
 - Biographical and Photograph Files
 - Art and Artifact Storage
- Copies of the inventory will be pulled from the processing area and the reading room. The master copy of the inventory will be retained in its current location.
- The original abstract will be annotated that it has been deaccessioned.
- The Archives Records Cards will be annotated noting that the collection has been deaccessioned.
- The cards in the card catalog in the reading room will be pulled and placed with the case file.
- The collection will be removed from _____ if it was entered into this (these) database(s).
- The cataloging database will also be updated noting that the collection has been deaccessioned.

Comments:

Completed By:

Date:

Accessioning

- Update the Cataloging and Deaccessioning databases. The old locations held by the collection will be removed from the location field, and these locations will be entered as vacant into the shelf list. After this information has been entered, the check-out slip in the stacks will be removed.
- The freight and accessioning cards and the accession number control file will be updated, noting the date, the reason for deaccessioning and where the material was sent. This accession number is **NOT** to be reused.
- Those collections that were not on the shelf list (i.e., material in the vertical files) will be entered into the shelf list as deaccessioned.

Shipping

- When the material is ready to be shipped, the cataloging archivist or curator specialist will verify the contents of the collection against the inventory, if the collection has been processed. A copy of the inventory will be shipped with the collection if it is being returned to its owner or if it is being transferred to another repository.

Comments:

Completed By:

Date:

Shipping Address:

Material Shipped By:

Date:

Donor Database Updated By:

Date: