

DEACCESSION AND DISPOSAL WORKSHEET



MUSEUM OF FLORIDA HISTORY
 R. A. Gray Building
 500 South Bronough Street
 Tallahassee, Florida 32399-0250
 (850) 245-6400 • FAX (850) 245-6433

Accession Number(s) _____

Description of Artifact:

Name of Donor _____ Date of Acquisition _____

1. Can the Museum initiate the deaccession and disposal process for this artifact? *Yes No

*(CHECK "YES" ABOVE ONLY IF EACH OF THE STATEMENTS BELOW ARE ANSWERED "YES.")

- Yes No The artifact is not relevant and useful to the functions and activities of the Museum.
- Yes No The artifact cannot be properly stored, preserved, or interpreted by the Museum.

If "yes," explain:

2. Is the Division free to deaccession and dispose of the artifact? *Yes No

*(CHECK "YES" ABOVE ONLY IF EACH OF THE STATEMENTS BELOW ARE ANSWERED "YES.")

- Yes No The State of Florida legally owns the artifact. Explain how ownership is documented:

- Yes No The Museum has made all reasonable efforts to determine that the Division is not prohibited from deaccessioning and disposing of the artifact by a legal condition of ownership. Where there is such a restriction, consult 1A-49.006(4)(c), F.A.C., and explain:

- Yes No The artifact has been in the Museum's permanent collections for at least one year (hazardous and actively decomposing materials excepted).

*If "yes," explain:

3. Does the Museum recommend deaccession and disposal?

*Yes No

*(CHECK "YES" ABOVE ONLY IF ONE OR MORE OF THE FOLLOWING CONDITIONS APPLIES TO THE ARTIFACT.)

- Yes No The artifact has no further use in the Museum's research, exhibit, or interpretive programs.
- Yes No The artifact will receive more appropriate interpretation, maintenance, or preservation by another institution.
- Yes No The artifact has deteriorated or been damaged beyond usefulness or repair
- Yes No The artifact is made of hazardous materials or is actively decomposing in a manner that directly affect the condition of other artifacts or the health and safety of employees or other persons.

*If "yes," explain and attach documentation

4. What is the recommended method of disposal for this artifact?

(NOTE: Preference shall be given to retaining within Florida those materials that are part of the state's historical heritage. Ownership of the artifact must not be transferred to any employee of the state of Florida or board, council, or committee member or spouse or relative of an employee, board, council, or committee member, unless that person was the original donor of the artifact.)

- Yes No Is the artifact made of hazardous materials or is it actively decomposing in a manner that directly affects the condition of other artifacts or the health and safety of employees or other persons?
If "yes," contact the Florida Department of Environmental Protection for guidelines on disposal.
- Yes No Has the artifact deteriorated or been damaged beyond usefulness or repair?
If "yes," it may be discarded.

*If answered "No" to all questions above, chose one of the following and explain (option 1. must be investigated first):

1. Maintain ownership of the artifact in a public or not-for-profit historical, archaeological, cultural or other educational agency, institution, or organization by the method that best reflects the policies set out in 1A-49.002, F.A.C.:

- Donate the artifact to a public or not-for-profit agency, institution, or organization.
- Exchange the artifact for an artifact owned by a public or not-for-profit agency, institution, or organization.
- Sell the artifact to a public or not-for-profit agency, institution, or organization.
- Transfer the artifact to the Museum's non-permanent education collection.

Explain

2. Only after all reasonable efforts have been made to ensure that ownership of the artifact is maintained by another public or not-for-profit agency, institution, or organization may one of these alternatives be investigated (in order):

- Offer the artifact to its original donor.
If the original donor cannot be located, or does not wish to have custody of the deaccessioned artifact, the
- artifact may be donated to, sold to, or exchanged with a private, for-profit organization, or not-for-profit organization, other than one of the types of not-for-profit entities named in 1A-49.005(2), F.A.C.
- If the artifact cannot be sold, it may be disposed of by any other legal means.
Specify:

Explain

5. Does the Museum approve deaccessioning the artifact and disposing of it in the manner listed above in #4. Yes No

Signature of Authorized Staff

Chief Curator/Museum Director

Title

Date

Printed name

6. Does the Division approve deaccessioning the artifact and disposing of it in the manner listed above? Yes No

If "no," explain

Signature of Authorized Staff

Division Director

Title

Date

Printed name

7. Action

Date artifact deaccessioned _____

Each of these procedures must be completed:

- The Museum's collections records contain the following:
 - a photograph or photocopy of the artifact, a
 - physical description of the artifact, and
 - information about the artifact's provenance
- The Museum's accession number has been removed from the artifact.
- It has been noted on all relevant collections records that the artifact has been deaccessioned.

Signature of Authorized Staff

Title

Date

Date artifact disposed of _____

Method of disposition, if different from page 2, #4 above

Signature of Authorized Staff

Title

Date