

Deaccession Form

Accession Number: _____

Date of Accession: _____

Donor/source: _____

Donor/source Address: _____

Donor/source email and phone: _____

Method of Acquisition: Gift Loan Purchase Transfer
 Other, explain: _____
 Unknown, explain: _____

Records Retention Schedule Number: _____

Collection/accession title: _____

Quantity: _____ Cubic feet Megabytes Gigabytes Terabytes

Condition: Good Fair Poor

Records documenting acquisition/ownership (check all that apply):

Deed of Gift Transfer form Loan agreement Purchase records Correspondence with donor
 None (Undocumented property is owned by Morris Library after 7 years after the library can document possession of the property, per 765 ILCS 1033/35)

Description of materials:

Reason for deaccession:

Disposition: Returned to donor Recycled/destroyed Transferred to another institution
 Other, explain: _____

A good faith effort should be made to contact donors, or heirs or estates identified in acquisition papers, and offer to return the deaccessioned materials.

Archivist

Date

Director of Special Collections Research Center

Date

The Special Collections Research Center may need to review accessioned or orphaned materials for collecting policy, legal, access, and preservation reasons. The review could result in disposing such material. This form is informed by the Society of American Archivists [Guidelines for Reappraisal and Deaccessioning](#) and the (765 ILCS 1033/) Museum Disposition of Property Act.