Chapter 8

Deaccessioning materials

Overview

During processing and even sometimes after processing is completed, a repository may decide to permanently remove material from its holdings. These deaccessioned materials may be returned to their source, offered to another institution, or destroyed. In the Toolkit, these materials are recorded through a deaccession record, which may be linked to an accession or description resource record.

Basic steps for creating a deaccession record

1. From the the appropriate accession or resource description record, press the **Add Deaccession** button.

2. Enter the date of deaccessioning.

3. Enter a description of the materials being deaccessioned.

4. Save the deaccession record by pressing the **OK** command button at the bottom right corner of the window.

> Caution: If the record does not include the required elements listed above, the Toolkit will indicate that the record cannot be saved because one or more of the required fields is not completed. The uncompleted fields will be indicated in the error message. The required field(s) must be completed in order to save the record.

Deaccession data elements

Elements Required by the Archivists' Toolkit

1. **Deaccession Date**. The date of the deaccession transaction. The date must be formatted according to the preferred date format established for the application. See Chapter 16 for information on establishing date format preferences.

   Examples:

```
12/03/2004
```

2. **Deaccession Description**. Description of materials to be removed from the repository's holdings as part of the deaccession action..

   Examples:

   ```
   Medical records covering the years of practice.
   Eight track tapes that have been converted to
   digital audio.
   ```

Additional Elements

You can extend the minimum deaccession record by recording data for any of the following data elements.

1. **Reason**. Enter the reason for deaccessioning the materials.

   Examples:

   ```
   The medical records are not an integral part of
   the collection and should not have been included
   in the accession.
   The eight track tapes are no longer a serviceable
   media.
   ```

2. **Extent**. First, enter the number of units as a whole or decimal number. Then select the type of measurement (cubic feet or linear feet).

   Examples:

   ```
   3. 10 cubic feet

   4. 148.5 linear feet
   ```

3. **Disposition**. Description of the disposition of the records upon their removal.

   Examples:

   ```
   Returned to source
   Destroyed
   Transferred to University Archives
   ```

4. **Notification**. A yes/no field indicating of the source of the materials was notified of their removal. Check the box if the source was notified.

Relationships with other records

A specific deaccession record may be associated with only one accession record or resource description record, though an accession or resource description record may be associated with many deaccession records. An accession or resource description record will display a list of all deaccession records associated with it. Because there is a one to one relationship between a specific deaccession record and its related accession or description resource record, a specific deaccession record may only be assigned or viewed within the context of the associated record.

Deaccession reports

Reports containing deaccession information, described below, are available in Accessions and Resources. Chapter 14 provides instructions for generating reports. Examples of these reports are available in the Appendices:

1. **Accessions/Deaccessions List**. A list of all accessions with linked deaccession records. Contains information from all deaccession fields, including a calculation of the amount of material deaccessioned.

2. **Resources/Deaccessions List**. A list of all resources with linked deaccession records. Contains information from all deaccession fields, including a calculation of the amount of material deaccessioned.