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 events and the materials deaccessioned are recorded in a deaccession record, which may be linked to an accession or resource record.
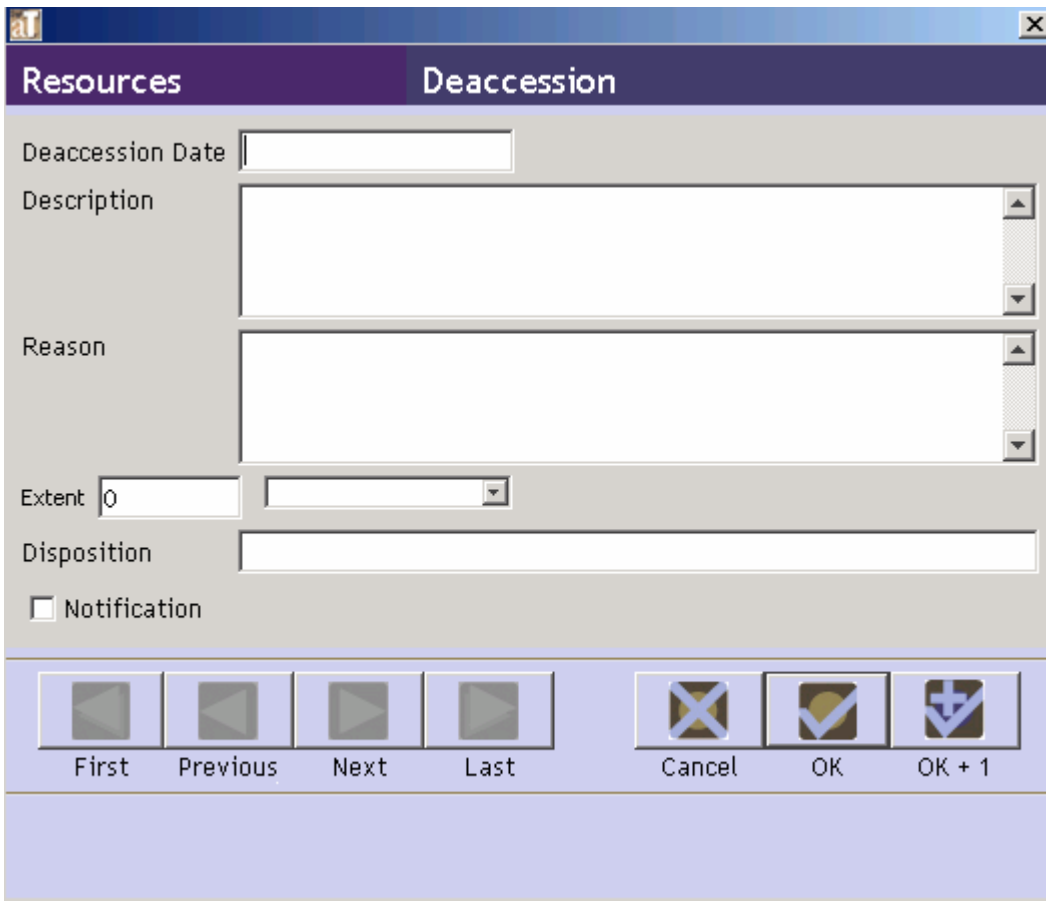
Basic steps for creating a deaccession record

1. From 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] button at the bottom right corner of the window. If you are entering multiple records, the [OK + 1] button will save the record you are working in and open a new deaccession record.

> **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 incomplete 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 15 for information on establishing date format preferences.

    Examples:

```
12/3/2004
12-3-04
```

2. **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 amplify 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:

   ```
   10 cubic feet

   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 whether 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 record, though an accession or resource record may be associated with many deaccession records. An

accession or resource record displays a list of all associated deaccession records. Because there is a one to one relationship between a specific deaccession record and its related accession or resource record, a specific deaccession record may only be assigned or viewed within the context of the associated record.

It is assumed that deaccession records created prior to the completion of arrangement and description of a resource will be linked to the accession record, whereas deaccession records created for a processed resource will be linked to the resource record.

Deaccession reports

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

1. **Accessions with 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 with 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