

New York State Archives

Strengthening Archives

Deaccessioning Assessment Objectives

- Your repository will have written policies governing deaccessioning
- You will only deaccession materials after a thorough and well documented reappraisal process
- You will only deaccession materials you own.

Assessment Question	Yes	No	Needs Improvement	Areas for Improvement
Do you have documentation establishing ownership of any collections you could de-accession?				<ul style="list-style-type: none">• Conduct research in your administrative files for documentation establishing ownership.• Consult your states abandoned property laws for historical materials and undertake efforts to establish ownership of materials.
Do you have written policies, procedures and forms for deaccessioning materials from your collection?				<ul style="list-style-type: none">• Draft policies procedures and forms outlining steps for deaccessioning collections.
Do you reappraise collections after changes to your mission statement or collecting policy? Do you have written policies for reappraisal?				<ul style="list-style-type: none">• If not, consider reappraising collections in your repository that may not fit your mission or collecting priorities.• Draft reappraisal guidelines and procedures and including what documentation is produced during reappraisal.