The following item(s) are recommended for deaccession (removal) from the OCHS collection.

Submit this request to the Board of Directors for approval.

*All text in italic provides guidance to the petitioner creating this form; any italic text not needed should be deleted before submitting the request.*

**Item Description:**

*Describe the item(s).*

**Verification of legal status:**

*Results of accession record search to ensure OCHS owns the item (rather than on loan).*

**Reasons for Deaccession:**

*Describe the reasoning for potential deaccessioning. Typical valid reasons are:*

* *Item is no longer consistent with OCHS mission or collecting goals*
* *Item is of poor quality and lacks value for exhibition or study purposes*
* *Inability to properly store or display*
* *Authenticity is false or fradulent*
* *Duplicates items currently in collection*
* *Better suited for another group’s collections*
* *Item may have been stolen or illegally acquired*
* *Other (specify):*

**Estimated Value, including source:**

*Describe monetary value of item, including the methods used to determine this.*

**Recommended disposition method:**

*Document the recommended disposition. Typical methods are:*

* *Donate the object to another museum, library or archive for educational purposes*
* *Exchange of the object for another object with another museum or non-profit institution*
* *Reallocate to educational programs, to be used for hands-on demonstrations, school outreach programs, or testing for conservation research. In this case it is understood the work will be subject to physical destruction over time.*
* *Physical destruction – Objects that have deteriorated may be disposed of via physical destruction. Human remains or certain items of religious or cultural sensitivity might need to be handled in a prescribed way to meet legal requirements or cultural standards. Works damaged beyond reasonable repair that are not of use for study or teaching purposes may be destroyed.*
* *Repatriation – in the case of objects found to be illicitly held by the museum.*
* *Return to donor, with a warning to the donor about tax complications, since a tax deduction can be given for a portion of the object's value upon donation and the return of the work to the donor may result in an audit or at least IRS claim on the deduction value previously received.*
* *Private sale / public auction, in a way that ensures OCHS obtains fair market value for the object. Except in instances where deviation is intended to advance an appropriate public benefit, such as deaccessioning for sale to another public museum, objects deaccessioned for sale will be disposed of by the most profitable means. IRS conflict-of-interest rules prevent the sale of items to OCHS members or their associates.*

**External Stakeholder Notification:**

*Document stakeholders to be notified about the deaccessioning, to maintain positive community relationships.*

**Other supporting Information:**

*Include any other information that will help the Board make decisions.*

**Recommended for deaccession by:**

*Enter name of the person creating this request, and the date*

**Record of Board Decision (to be completed by the Board)**

Decision Date:

Decision (Approved, Denied, Other):

The Board of Directors will include the final copy of this form with the Board meeting minutes.

Remarks: