

NEW ENGLAND ELECTRIC RAILWAY HISTORICAL SOCIETY

DEACCESSIONING FORM

Refer to Curatorial Policy "6.03 Collection Item Deaccessioning Policy" for the deaccessioning of collection objects.

Object(s):

Accession No.:

Accessioned Date:

Description of object(s):

Please include with this form:

- o Photos or scans of the object(s) being evaluated.
- o Condition report of the object(s).

Method/Source of Acquisition

Gift, restricted

Gift, not stipulated

Purchased

Unknown

Donor:

Has the donor (or heirs) been informed of the intention to deaccession? Yes No

Has the object(s) been in the collection for at least two years? Yes No

Has the donor (or heirs) objected to deaccessioning or disposal? Yes No

Comments:

Financial Information

Purchase price or gift value \$

Current or Appraised value \$

Name of appraiser:

Date of appraisal:

Restricted fund (*if applicable*)

Fund Number:

Balance prior to disposition expenses \$

Suggested fund to transfer final balance:

Estimated expenses of disposition \$

Comments:

Current Preservation (Vehicle Collection)

Is there a similar type vehicle in preservation (i.e. Birney, "New Look", etc.)? Yes No

Do other products of the manufacturer exist in preservation? Yes No

Is there another vehicle from the same locale in preservation? Yes No

Comments:

Publication History (Archives)

Published in any NEERHS publications? Yes No
Title
Author
Date
Published in any non-NEERHS publications? Yes No
Title
Author
Date
Comments:

Reproduction History (Archives)

Currently reproduced by NEERHS? Yes No
Ever reproduced by NEERHS? Yes No
If yes, approximate date discontinued:
Comments:

Reason for Deaccessioning

Please check all that apply from the reasons listed below.

Duplicated in collection	<input type="checkbox"/>	Better represented by other object(s)	<input type="checkbox"/>
Too early or late for collection	<input type="checkbox"/>	Unrelated to scope of collection	<input type="checkbox"/>
Deteriorated beyond usefulness	<input type="checkbox"/>	Deteriorated beyond economic repair	<input type="checkbox"/>
Destroyed	<input type="checkbox"/>	Cannot be properly cared for	<input type="checkbox"/>
Missing for considerable length of time	<input type="checkbox"/>	Stolen, retrieval unsuccessful	<input type="checkbox"/>
Inferior quality	<input type="checkbox"/>	Inappropriate for other reason	<input type="checkbox"/>

Comments:

Disposition

Have local (relative to the object(s)) historical institutions been notified? Yes No
Have other railway museums been notified? Yes No
If notified, was there any interest from other institutions? Yes No
Name, address, and phone number of potential receiver:
Method of Disposition:
Public auction with broker Private or consignment sale
Trade with another institution Transfer to another institution
Destruction, parts salvage Destruction
Comments:

Recommend for Deaccession

Curator or Librarian

Date

Treasurer

Date

General Manager or Museum Director

Date

Authority for Deaccession

Board of Trustees

Approved

Date _____

Not Approved

Date _____

Chairman of the Board

Date