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

Method/Source of Acquisition
<table>
<thead>
<tr>
<th>Method</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift, restricted</td>
<td>Gift, not stipulated</td>
</tr>
<tr>
<td>Purchased</td>
<td>Unknown</td>
</tr>
</tbody>
</table>

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:
NEERHS Deaccession Form

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 ☐ Better represented by other object(s) ☐
Too early or late for collection ☐ Unrelated to scope of collection ☐
Deteriorated beyond usefulness ☐ Deteriorated beyond economic repair ☐
Destroyed ☐ Cannot be properly cared for ☐
Missing for considerable length of time ☐ Stolen, retrieval unsuccessful ☐
Inferior quality ☐ Inappropriate for other reason ☐
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:
NEERHS Deaccession Form

**Recommend for Deaccession**

Curator or Librarian

Treasurer

General Manager or Museum Director

**Authority for Deaccession**

Board of Trustees

Approved

Not Approved

Chairman of the Board