ARTHUR WALTER KEDDIE RAILROAD LIBRARY POLICY

Deaccession Form

Effective Date:	03/20/2021	*Legal Review Date:*	
Next Review Date:	03/20/2026		
Replaces:	08/11/2012	AWKRRL-00012	

Date _____

Collection Name: _____ Accession # _____

Inventory of Object(s) from collection to be deaccessioned, include catalog number, count, and description (Use additional pages if necessary):

Object ID.	Object Name -- Description	Accessed Condition	Inspection Condition

Reason for Deaccessioning:
☐ outside scope of collections*   ☐ limited storage space*   ☐ duplication of material*
☐ replacement with better examples*   ☐ deterioration beyond usefulness*
☐ lack of physical integrity due to loss of documentation*
*Explain in detail:.

Method of Disposal:
☐ Transfer*   ☐ Exchange*   ☐ Education or Research*
☐ Destruction*   ☐ Sale*   ☐ Repatriation/Disposition*
*Explain in detail (include as appropriate: name and address of institution transferred to, collection exchanged in return, method of destruction, amount of sale, method of repatriation, other details as deemed appropriate):

Signatures: _____   _____
                   Archivist   Collection Committee Chairman

Date:_____   Date:_____

03/20/2021

AWKRRL-00012 AWKRRL Deaccession Form

CHANGE LOG:

Date:	Action:	By:	Approved:
08/11/2012	Original		
03/20/2021	Update format	Kerry Cochran	