

Deaccession Functional Area

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Deaccession Functional Area

D1: Description

During processing and even sometimes after processing is completed, repositories decide to permanently remove materials from its holdings. These materials may be returned to their source, offered to another institution, or destroyed. Such materials are known as deaccessions and they differ from separated materials, which are removed physically from a resource but are retained by the repository and which remain available via some other means than the collection description.

The Archivists' Toolkit provides support for tracking deaccessions. Repositories will be able to indicate what was removed from an accession or a resource, the quantity of materials removed, the reason the materials were removed, when the materials were removed, and to where the materials were removed. Repositories will also be able to indicate if the immediate source of the accession was notified of the repository's deaccessioning of materials.

A deaccession record can be created for each act of deaccessioning and then associated with the appropriate accession or resource record. That is to say, many deaccession records can be linked to an accession record or resource record. Since the relationship of accessions to resources is many-to-many, repositories using this function will need to set policy if deaccession records can be linked to either accession or resource records without regard, if deaccession records can only be linked to accession records prior to an accession being processed, or if deaccession records can only be linked to resource records once the resource is fully processed.

Deaccessions will be displayed as part of the accession or resource record to which they are directly linked. However, if a deaccession record is linked to an accession record, it will not be displayed as part of the resource record(s) to which the accession record is linked. And, if a deaccession record is linked to a resource record, it will not be displayed as part of the accession record to which the resource record is linked. Again, this is due to the many-to-many relationship between accessions and resources.

De-accession records may not be linked to resource component records or to digital object records.

D2: Business Rules

One or more deaccession records may be linked to an accession record or to a resource record.

A deaccession record requires the description of the deaccession materials and the date of the deaccession.

D3: Required Tasks Sequence

- Describe what is being deaccessioned
- Record the date the material was deaccessioned

D4: Optional Tasks Sequence

1. Indicate why the material was deaccessioned
2. Indicate the extent of the material deaccessioned
3. Indicate the disposition of the deaccessioned material
4. Indicate if the source of the accession was notified of the deaccession

D5: Inputs

- Deaccession Description
- Deaccession Date
- Deaccession Reason
- Deaccession Extent
- Deaccession Extent Type
- Deaccession Disposition
- Deaccession Notification

D6: Displays / Reports

- Display of all deaccessions for an accession or resource in the corresponding accession record or resource record to which the deaccession records are attached.
- A list of and cumulative extent for all deaccessions for a certain accession or resource.
- A list of and cumulative extent for all deaccessions during an expressed period of time.
