

Policy #5: Deaccessions

The decision to deaccession Museum material is made by the Collections Committee upon recommendation of the Curator provided, however, that any item valued at or over \$500, with such value estimated by the Curator or an outside appraiser and accepted by the Collections Committee, shall receive approval from the Board of Directors prior to deaccessioning. When an item is deaccessioned, it may be transferred to another institution or sold at public auction using a reputable auction company specializing in military items. Deaccessioned items will not under any circumstances be sold directly to affiliates, employees, members, or volunteers of the Association, however those persons may purchase any such items at public auction if they chose. Any and all income generated from the sale of deaccessioned items will be deposited in the Craig W. C. Brown Museum Fund.

Reasons for deaccession:

1. The item is no longer relevant to the collection and has no relevance to the Association's mission as outlined in Policy #3.
2. The item is a duplicate, the maintenance of which provides no benefit to the collection.
3. The item's condition is deteriorated to the point that it is no longer a benefit to the collection.

Once an item is deemed for deaccession the following procedure is to be followed:

1. Determine provenance: where did it come from? Who is the donor?
2. Check if VAFCC has clear title to the item and check for restrictions on the item
3. Investigate appropriate disposal: can it be transferred to another institution? If not, consider sale by credible auction (no auction house with a "finder's fee" shall be used) and determine market value.
4. Prepare the deaccession recommendation and present it to the Collections Committee for discussion/approval/disapproval; such a presentation will include a description of the artifact, provenance, title/disposition restrictions if applicable, and recommended method of disposal.
5. If the item is valued at or over \$500 and the Collections Committee concurs, present to the Board of Directors for approval.
6. If deaccession approval is granted, transfer the item to another institution or coordinate for the sale at public auction.
7. Update the Museum files including both the PastPerfect system and paper records to reflect the deaccession.