

**WEST FLORIDA HISTORIC PRESERVATION, INC.
DEACCESSION AND DISPOSAL WORKSHEET**

Accession no.:
Description:

Artifact Name:

Name of Donor:

Date Acquired:

WHY IS ARTIFACT RECOMMENDED FOR DEACCESSION? Check all that apply:

- Artifact is not relevant and useful for research, exhibit, or interpretive programs.
- Artifact cannot properly be stored, preserved, or interpreted by WFHPI.
- Artifact will receive more appropriate interpretation, maintenance, or preservation by another institution.
- Artifact has deteriorated or has been damaged beyond usefulness or repair.
- Artifact is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other artifacts and/or the health or safety of the staff.
- Artifact is duplicated by another artifact in the permanent collection.
- Artifact has been lost or stolen, and has remained missing for longer than two years.

Documentation:

Signature of Authorized staff Title Date

IS WFHPI FREE TO DEACCESSION & DISPOSE OF THIS ARTIFACT? **Yes*** **No**

*(Check "Yes" above only if each of the following can be answered "Yes")

- Yes No** WFHPI legally owns the artifact.
- Yes No** All reasonable efforts have been made to determine that WFHPI is not prohibited from deaccessioning and disposing of the artifact by a legal condition of ownership. If such a restriction applies, please explain here:

Signature of authorized staff person Title Date

RECOMMENDED METHOD OF DISPOSAL: Specify and explain if necessary:

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APPROVED BY BOARD OF TRUSTEES OF WFHPI at its meeting of:

Date of meeting

Signature of Chief Operating Officer

Date