

Disposal of Non-Accessioned Item Proposal

Collection: _____ Number: _____

Object Description: _____

_____ Dimensions: _____

Condition: _____

Date Acquired: _____ Acquisition Method: _____

Source: _____

Item History (exhibition use, education use, research use, etc.): _____

Reason for DISPOSAL Proposal: (indicate all that apply)

_____ No longer relevant to the collection

_____ Deteriorated beyond repair

_____ Hazardous

_____ Other: _____

Explanation: _____

If **gift**, is donor still alive? _____ Donor likely to make a further gift or bequest? _____

Donor(s) contacted? Results? _____

If **purchased**, purchase price: _____ Fund(s) used: _____

Value at acquisition: _____ Current market value: _____

How was the current value determined? _____

If art, was artist contacted? _____

Disposal Recommendation:

_____ Public Auction: _____

_____ Exchange for/from: _____

_____ Transfer to: _____

_____ Destroy: _____

_____ Other: _____

Elaboration/Justification: _____

Recommender's Name (print)

Signature

Date

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Does the Besser Museum for Northeast Michigan hold clear title to this and how is ownership documented? _____

List any restrictions on the original transaction that would affect disposal: _____

Other Notes/Recommendations: _____

Comprehensive photographs taken: _____ Date: _____

Collections Manager Name (print)	Signature	Date
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Date Presented to Museum Director: _____ Approved _____ Not Approved _____

Reason: _____

Director's Name (print)	Signature	Date
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Others Notified:
_____ Collections Committee Date: _____ Minutes Attached: _____
_____ Board of Trustees Date: _____ Minutes Attached: _____



**Return Entire Form
With All Attachments To
Collections Manager**