



## Deaccession Form

This form records the approval for archival holdings to be deaccessioned. Please use one form for each archival description (identified by its reference code) being deaccessioned.

Description of material to be deaccessioned	
Reference code	
Title	
Date	
Extent and medium	
Accession number (if available)	

Information about the deaccession	
Reason for deaccession	<input type="checkbox"/> Duplicate material <input type="checkbox"/> Outside scope of collection policy <input type="checkbox"/> Deteriorated materials beyond repair <input type="checkbox"/> Mold / Mildew / Pest infected <input type="checkbox"/> More appropriate at another institution <input type="checkbox"/> Loss or theft <input type="checkbox"/> Other: _____ _____ _____ _____ _____ _____

<b>Deaccession action</b>	<input type="checkbox"/> Destruction <input type="checkbox"/> Transfer to another institution <input type="checkbox"/> Exchange with other institution <input type="checkbox"/> Returned to creator <input type="checkbox"/> Public auction <input type="checkbox"/> Other: _____ _____ _____ _____ _____ _____
	If applicable: Transfer / Exchange institution: _____

Required approvals	
EMBL Director General	EMBL Archivist
Signature:	Signature:
Name:	Name:
Date:	Date:

Additional notes: \_\_\_\_\_

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One original of this form exists and is kept by the EMBL Archive.