

Kansas State Chapter (KSC) Archives Deaccession Policy

An object can be deaccessioned from the collection if:

- It does not comply with the current collection policy of KSC.
- It is damaged beyond repair.
- The conservation and storage costs for it are beyond the means of the archives.
- It is a lesser quality duplicate of an object the archives already own.
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection.

Procedure to formally deaccession something from the archives:

1. KSC historian identifies an object for removal after consideration of the archives collection criteria.
2. A three-person committee comprised of the Historian, the executive board liaison, and an executive board selected past state president will consider the selected object for deaccession.
3. If the three-person committee agrees that the historical item will be deaccessioned, the object will be offered back to the donating chapter first, then secondly offered to anyone at the KSC convention. Items offered at convention that are not claimed will be disposed of.
4. Postage for returning items will be the chapter's/sisters obligation.