

# Item No. 21

## “To Be Delivered” Material

For

### City of Sacramento

City Council

Housing Authority

Redevelopment Agency

Economic Development Commission

Sacramento City Financing Authority

### Agenda Packet

**Submitted:** January 26, 2006

**For the Meeting of:** January 31, 2006

The attached materials were not available at the time the Agenda Packet was prepared.

**Subject:** Sacramento Archives and Museum Collection Center (SAMCC)  
Deaccession Authorization and Policy Modification

**Contact Information:** James Henley, Manager, History and Science Division, (916) 264-7072, Convention, Culture and Leisure Department.

Please include this “To Be Delivered” material in your agenda packet. This material will also be published to the City’s Intranet.

For additional information, contact the City Clerk Department at Historic City Hall, 915 I Street, First Floor, Sacramento, CA 95814-2604– (916) 808-7200.



## REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604

[www.cityofsacramento.org](http://www.cityofsacramento.org)

STAFF

January 31, 2006

Honorable Mayor and  
Members of the City Council

**Subject: Sacramento Archives and Museum Collection Center (SAMCC)  
Deaccession Authorization and Policy Modification**

**Location/Council District:** Citywide

**Recommendation:**

Adopt 1) a Resolution authorizing the deaccession of items listed in Exhibit A; and 2) a Resolution a) modifying City policy regarding the deaccession of items from the collection of the Sacramento Archives and Museum Collection Center (SAMCC) and b) directing the Sacramento Commission of History & Science to file a report each year listing all items approved for deaccession, regardless of value and/or condition.

**Contact:** James E. Henley, Manager, History and Science Division, 264-7072

**Presenters:** James E. Henley, Manager

**Department:** Convention, Culture and Leisure Department

**Division:** History & Science

**Organization No:** 4251

**Summary:**

This report provides information on the existing City policy regarding the deaccession of items from the collection of the Sacramento Archives and Museum Collection Center (SAMCC), and recommends that the City Council, by Resolution, approve a change to this policy which permits the Manager of the History and Science Division to deaccession items from SAMCC's collection that are valued up to five hundred dollars and permits the Sacramento Commission of History and Science to authorize the deaccession of items from SAMCC's collection that are valued at more than five hundred dollars (\$500) but up to five thousand dollars (\$5,000).

**Committee/Commission Action:**

The members of the History and Science Commission approved the deaccession of items listed on Exhibit A at their regular meeting on July 2, 2003.

**Background Information:**

The purpose of the Deaccession Policy is to:

1. Develop high quality collections,
2. Promote continuity of collections,
3. Remove items that are not consistent with existing collection policy,
4. Remove items that are not in condition for display or are damaged beyond a reasonable level to be useable, and
5. Maximize existing space and staffing resources.

The deaccession of items consisting of both artifacts (physical, three-dimensional items) and documents is a usual and necessary element of archival collection maintenance as well as museum collection management. The items recommended for deaccession are either in poor physical condition, are duplicative, are unrelated to the balance of SAMCC's collection and/or are not of a quality consistent with that desired by SAMCC for its collection.

Current Policy

In August, 1980, SAMCC adopted a Deaccession Policy, outlining the process and criteria for removing items from the City of Sacramento's collection held by SAMCC.

Under the current deaccession guidelines, the Manager of the History and Science Division prepares a list of items for deaccession. This list is presented to the Sacramento Commission of History and Science for its review. The Manager of the History and Science Division then prepares a report to the City Council which includes the Commission's recommendation to the deaccession of the items. The City Council must then hear the report, review the proposed deaccession list and give its approval before items may be deaccessioned.

Most items for deaccession on lists to be approved by the Commission were received through donations.

Changes proposed by this report are consistent with policies adopted by similar institutions across the nation.

Proposed Policy

It is recommended that the City Council authorize the Manager of the History and Science Division to decide on the deaccession of items from SAMCC's collection that are valued up to five hundred dollars and authorize the Sacramento Commission of History and Science to act as the deciding body on the deaccession of items from SAMCC's collection that are valued at more than five hundred dollars and up to five

thousand dollars. These limits will comprise the majority of the items on any deaccession list and will still provide the City Council the opportunity to vote on the deaccession of individual items valued at more than \$5,000. It is further recommended that the City Council direct the Sacramento Commission of History & Science to file a report each year listing all items approved for deaccession.

The recommended priority for the disposition of these items shall be as follows:

1. Trade with another institution (public or non-profit) for materials appropriate to SAMCC's collections;
2. Donate to another public or non-profit institution that desires the item(s);
3. Trade to a private party for collections of interest for SAMCC's collections;
4. Sell items at public sale or through a recognized professional auction house; and
5. Destroy items deemed by the Manager of the History & Science Division to be of no interest to the above entities and has value up to \$500.

All donors who are still living and have provided SAMCC with a current address will be notified in advance of the proposed action. SAMCC's Deed of Gift requires the donor to advise SAMCC of address changes.

The current Collection Deaccession Policy is attached as Attachment A and the proposed (Redline) Policy as Attachment A-1; the proposed Collection Deaccession Policy is attached as Exhibit A of the Resolution on pages 10 and 11.

A list of items proposed for deaccession which by the Manager of the History and Science Division and approved by the Sacramento Commission of History and Science is attached as Exhibit A of the second Resolution. The Ghirardelli wagon, a photograph of which is attached as Exhibit B to the second Resolution, is one of the items to be deaccessioned and is valued more than \$5,000. In 1981, SAMCC received the donation of a wagon, c. 1898 made for the Ghirardelli Chocolate Company of San Francisco. This wagon was originally used to deliver chocolate to and from their factory in the San Francisco area now known as Ghirardelli Square. Although the wagon is still in good condition, the Commission and staff have been unable to identify any relation to the Sacramento area. It is estimated that its value at auction could be as high as approximately \$20,000 and it would undoubtedly be of interest to a number of Bay Area museums. The wagon was appraised in 1981 at a value of \$7,500. It is proposed that this item be deaccessioned and either sold, donated or traded to another institution in accordance with the policies described herein.

#### **Financial Considerations:**

No additional City or County funds will be required. Staff anticipates that the sale of one or more items, the condition of the majority of the items to be deaccessioned will make it unlikely that a buyer would be found, therefore, no estimate is available for revenues from the sale of any deaccessioned items. Any funds recovered from potential sales would be deposited in the SAMCC Endowment fund: 557-900-9900 and designated for collection preservation and acquisition.

**Environmental Considerations:**

None. This activity is exempt from CEQA review pursuant to Section 15378(a)2 "continuing administrative or maintenance activities".

**Policy Considerations:**

The Deaccession Policy as adopted by SAMCC was adhered to throughout the deaccession process. This policy is consistent with the City's Core Values of Fiscal Responsibility. It ensures SAMCC will follow best practices in managing the public's resources and provide the services needed within a balanced budget.

**Emerging Small Business Development (ESBD):**

None.

Respectfully Submitted By:   
James E. Henley, Manager  
History and Science Division

Approved By:   
Barbara E. Bonebrake, Director  
Convention, Culture and Leisure Department

Recommendation Approved:

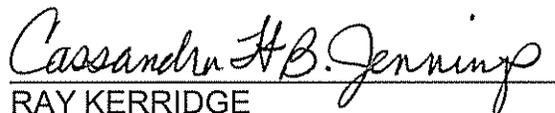
  
RAY KERRIDGE  
Interim City Manager

Table of Contents

Pg	1-4	Report	
Pg	5-6	Attachment A	Current Collection Deaccession Policy
Pgs	7-8	Attachment A-1	Proposed Redline Deaccession Policy
Pg	9	Resolution	Modifying Deaccession Policy
Pg	10-11	Exhibit A	Policy Modification
Pg	12	Resolution	Authorizing Deaccession
Pg	13-25	Exhibit A	Deaccession List
Pg	26	Exhibit B	Ghirardelli wagon photo (to be deaccessioned)

**ATTACHMENT A**

Current Collection Deaccession Policy

Section 3. Collection Policy, Sacramento Museum & History Division

**3. DEACCESSIONING COLLECTION MATERIALS**

3.1 In order to improve the quality of its holdings, the Division reserves the right to selectively edit its collections. Objects are defined as deaccessioned when they are permanently removed from the collections. Recommendations regarding the disposal of objects should be made by the Curator with the approval of the Director. All such recommendations should be based on the relevancy and value of the objects to the Division collections and programs. Since the Museum and History Commission bears the ultimate responsibility for the Division's holdings, all disposals of objects in excess of one hundred dollars (\$100.00) must be referred to the Commission for approval.

3.2 Before any object is deaccessioned from the collection, reasonable effort shall be made to ascertain that the Commission and the Division is free to do so. In the case of restricted donations, mandatory conditions shall be observed until such time that the Division can make every reasonable effort to consult with the donors or heirs; if there is any question as to the intent or the force of the restrictions, the Division will seek advice of legal counsel.

3.3 All information regarding disposal of an object must be duly recorded and filed with the original records pertaining to the object and kept permanently. Full disclosure of deaccessioning transactions must be available to the public upon request.

3.4 The manner of disposition chosen will be in the best interests of the Division, the public it serves, the public trust it represents in owning the collections and the scholarly communities it represents. In disposing of an object, after conditions in Section 3.2 have been met, first consideration should be given to the museum community at large. Sales to or exchanges between museums reinforce these institution's roles as custodians of the public trust and should receive priority.

Deaccessioning Procedure (pg. 12 "Collection Policy")

1. When the staff determines that an object/collection is a candidate for deaccessioning, the Deaccession form is to be completed and submitted to the Curator and the Director for approval. In the case of objects valued at less than \$100.00, the Curator and the Director will approve or reject the proposed deaccession. In the case of objects/collections valued at more than \$100.00, the Curator and the Director will submit the form to the Museum and History Commission for approval. In the case of objects/collections valued at more than \$1000.00, the Curator and the Director and the Commission will submit the form to the City Council for approval.

2. Upon approval, the method of disposal is determined by the Curator and Director based upon policy set forth in Section 3 of the "Collection Policy".

3. Upon receipt of written authorization for the Curator, Director Commission and/or City Council via the signed and approved Deaccession form, the registration records are stamped with the Deaccession stamp and the date the action was taken. Copies of the form are filed in the Source File and the Deaccession file. The disposition of the artifact/collection is noted on all records. No records are to be destroyed. Catalog cards are pulled from the file and after being stamped with the DEACCESSION stamp, are placed in the Source File. All numbers assigned to the collection are retired and not reassigned.

ATTACHMENT A-1

Proposed (Redline) Collection Deaccession Policy

Section 3. Collection Policy, Sacramento Archives & Museum Collection Center (SAMCC)

Deleted: Museum & History Division

3. DEACCESSIONING COLLECTION MATERIALS

3.1 In order to improve the quality of its holdings, the Division reserves the right to selectively edit its collections. Objects are defined as deaccessioned when they are permanently removed from the collections. Recommendations regarding the disposal of objects should be made by the Manager of the History and Science Division ("Manager"). All such recommendations should be based on the relevancy and value of the objects to the Division collections and programs.

Deleted: Curator with the approval of the Director

Items valued between \$0 and \$500 by appraisal of the Manager of the History and Science Division require the approval of the Division Manager to be deaccessioned. Items valued at more than \$500 and up to \$5,000 by appraisal of the Manager of the History and Science Division require the approval of the Sacramento Commission of History and Science to be deaccessioned. Items valued at more than \$5,000 by appraisal of the Manager of the History and Science Division require the approval of the Sacramento City Council to be deaccessioned.

Deleted: Since the Museum and History Commission bears the ultimate responsibility for the Division's holdings, all disposals of objects in excess of one hundred dollars (\$100.00) must be referred to the Commission for approval.¶

3.2 Before any object is deaccessioned from the collection, reasonable effort shall be made to ascertain that the acquisition is not restricted. In the case of restricted donations, mandatory conditions shall be observed until such time that the Division can make every reasonable effort to consult with the donors or heirs; if there is any question as to the intent or the force of the restrictions, the Division will seek advice of legal counsel.

Deleted: Commission and the Division is free to do so

3.3 All information regarding disposal of an object must be duly recorded and filed with the original records pertaining to the object and kept permanently. Full disclosure of deaccessioning transactions must be available to the public upon request.

3.4 The manner of disposition chosen will be in the best interests of the Division, the public it serves, the public trust it represents in owning the collections and the scholarly communities it represents. In disposing of an object, after conditions in Section 3.2 have been met, first consideration should be given to the museum community at large. Sales to or exchanges between museums reinforce these institution's roles as custodians of the public trust and should receive priority.

The priority is to dispose of the items to be deaccessioned in a manner that is in the best interest of SAMCC's collection(s). This will include:

1. Trade to another cultural institution for materials appropriate to SAMCC's collections.
2. Donate to a public or non-profit institution that desires the items.
3. Trade to a private party for collections deemed to be of equal or greater value by the Manager of the History and Science Division.
4. Sell the items at public sale or through a recognized professional auction house.
5. Destroy items deemed by the Manager of the History and Science Division to be of no interest to the above entities and of no significant monetary value.

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Deaccessioning Procedure (pg. 12 "Collection Policy")

1. When the staff determines that an object/collection is a candidate for deaccessioning, the Deaccession form is to be completed and submitted to the Manager for approval. In the case of objects valued at up to \$500, the Manager will approve or reject the proposed deaccession. In the case of objects/collections valued at more than \$500 and up to \$5,000, the Manager will submit the Deaccession Form to the Sacramento Commission of History and Science for approval. In the case of objects/collections valued at more than \$5,000, the Manager, with the recommendation of the Sacramento Commission of History and Science, will submit the Deaccession Form to the City Council for approval.

Deleted: Curator and the Director

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2. Upon approval, the method of disposal is determined by the Manager based upon policy set forth in Section 3 of the "Collection Policy".

3. Upon receipt of written authorization for the Manager, the Commission and/or City Council via the signed and approved Deaccession Form, the registration records are stamped with the Deaccession stamp and the date the action was taken. Copies of the form are filed in the Source File and the Deaccession file. The disposition of the artifact/collection is noted on all records. No records are to be destroyed. Catalog cards are pulled from the file and after being stamped with the DEACCESSION stamp, are placed in the Source File. All numbers assigned to the collection are retired and not reassigned.

In the case of a computerized catalog, the items are identified as deaccessioned with all pertinent data. The records are not otherwise altered except to be segregated to a deaccessioned records group if the current software permits.

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**MODIFYING THE DEACCESSION POLICY FOR  
SACRAMENTO ARCHIVES AND MUSEUM COLLECTION CENTER (SAMCC)**

**BACKGROUND**

- A. The purpose of deaccession is:
  - 1. To develop high quality collections,
  - 2. To promote continuity of collections,
  - 3. To remove items that are not consistent with existing collection policy,
  - 4. To remove items that are not in condition for display or are damaged beyond a reasonable level to be useable, and
  - 5. To maximize existing space and staffing resources.
  
- B. The deaccession of items consisting of both artifacts (physical, three-dimensional items) and documents is a usual and necessary element of archival collection maintenance as well as museum collection management.
  
- C. The items recommended for deaccession are either in poor physical condition, are duplicative, are unrelated to the balance of SAMCC's collection and/or are not of a quality consistent with that desired by SAMCC for its collection.
  
- D. In August, 1980, SAMCC adopted a Deaccessioning Policy, outlining the process and criteria for removing items from the City of Sacramento's collection held by SAMCC.
  
- E. The existing City policy regarding the deaccession of items from the collection of the Sacramento Archives and Museum Collection Center (SAMCC), is unduly cumbersome and not reflective of space considerations in the SAMCC facility.
  
- F. Staff have provided an updated deaccession policy which presents streamlined procedures for decisions regarding items of low monetary value and which is still consistent with existing deaccession policy.
  
- G. Modifications are consistent with policies adopted by similar institutions across the nation.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Approves the Proposed Deaccession Policy as modified.
  
- Section 2. Directs the Sacramento Commission of History & Science to file a report with the City Council each year listing all items approved for deaccession.

Table of Contents  
 Exhibit A- Policy Modification      2 pages

**EXHIBIT A**Deaccessioning Procedures

## Section 3. Collection Policy, Sacramento Archives &amp; Museum Collection Center (SAMCC)

## 3. DEACCESSIONING COLLECTION MATERIALS

3.1 In order to improve the quality of its holdings, the Division reserves the right to selectively edit its collections. Objects are defined as deaccessioned when they are permanently removed from the collections. Recommendations regarding the disposal of objects should be made by the Manager of the History and Science Division ("Manager"). All such recommendations should be based on the relevancy and value of the objects to the Division collections and programs.

Items valued between \$0 and \$500 by appraisal of the Manager of the History and Science Division require the approval of the Division Manager to be deaccessioned. Items valued at up to \$500 and up to \$5,000 by appraisal of the Manager of the History and Science Division require the approval of the Sacramento Commission of History and Science to be deaccessioned. Items valued at more than \$5,000 by appraisal of the Manager of the History and Science Division require the approval of the Sacramento City Council to be deaccessioned.

3.2 Before any object is deaccessioned from the collection, reasonable effort shall be made to ascertain that the acquisition is not restricted. In the case of restricted donations, mandatory conditions shall be observed until such time that the Division can make every reasonable effort to consult with the donors or heirs; if there is any question as to the intent or the force of the restrictions, the Division will seek advice of legal counsel.

3.3 All information regarding disposal of an object must be duly recorded and filed with the original records pertaining to the object and kept permanently. Full disclosure of deaccessioning transactions must be available to the public upon request.

3.4 The manner of disposition chosen will be in the best interests of the Division, the public it serves, the public trust it represents in owning the collections and the scholarly communities it represents. In disposing of an object, after conditions in Section 3.2 have been met, first consideration should be given to the museum community at large. Sales to or exchanges between museums reinforce these institution's roles as custodians of the public trust and should receive priority.

The priority is to dispose of the items to be deaccessioned in a manner that is in the best interest of SAMCC's collection(s). This will include:

1. Trade to another cultural institution for materials appropriate to SAMCC's collections.
2. Donate to a public or non-profit institution that desires the items.
3. Trade to a private party for collections deemed to be of equal or greater value by the Manager of the History and Science Division.
4. Sell the items at public sale or through a recognized professional auction house.
5. Destroy items deemed by the Manager of the History and Science Division to be of no interest to the above entities and of no significant monetary value.

Deaccessioning Procedure (pg. 12 "Collection Policy")

1. When the staff determines that an object/collection is a candidate for deaccessioning, the Deaccession Form is to be completed and submitted to the Manager for approval. In the case of objects valued at up to \$500, the Manager will approve or reject the proposed deaccession. In the case of objects/collections valued at more than \$500 and up to \$5,000, the Manager will submit the Deaccession Form to the Sacramento Commission of History and Science for approval. In the case of objects/collections valued at more than \$5,000, the Manager, with the recommendation of the Sacramento Commission of History and Science, will submit the Deaccession Form to the City Council for approval.
2. Upon approval, the method of disposal is determined by the Manager based upon the policy set forth in Section 3 of the "Collection Policy".
3. Upon receipt of written authorization from the Manager, the Commission and/or the City Council, via the signed and approved Deaccession Form, the registration records are stamped with the Deaccession stamp and the date the action was taken. Copies of the form are filed in the Source File and the Deaccession file. The disposition of the artifact/collection is noted on all records. No records are to be destroyed. Catalog cards are pulled from the file and after being stamped with the DEACCESSION stamp, are placed in the Source File. All numbers assigned to the collection are retired and not reassigned.

In the case of a computerized catalog, the items are identified as deaccessioned with all pertinent data. The records are not otherwise altered except to be segregated to a deaccessioned records group if the current software permits.

## **RESOLUTION NO.**

Adopted by the Sacramento City Council

### **APPROVING DEACCESSION OF ITEMS BY THE SACRAMENTO ARCHIVES AND MUSEUM COLLECTION CENTER (SAMCC)**

#### **BACKGROUND**

- A. The purpose of deaccessioning is to develop high quality collections and,
  - 1. To promote continuity of collections,
  - 2. To remove items not consistent with existing collection policy,
  - 3. To remove items not in condition for display or are damaged beyond a reasonable level to be useable,
  - 4. Maximize existing space and staffing resources.
- B. The deaccession of items consisting of both artifacts (physical, three-dimensional items) and documents is a usual and necessary element of archival collection maintenance as well as museum collection management.
- C. The items recommended for deaccession are either in poor physical condition, are duplicative, are unrelated to the balance of SAMCC's collection and/or are not of a quality consistent with that desired by SAMCC for its collection.
- D. In August, 1980, SAMCC adopted a Deaccessioning Policy, outlining the process and criteria for removing items from the City of Sacramento's collection held by SAMCC.

#### **BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

Section 1. Approves the Deaccession of items listed in Exhibit A and shown in Exhibit B.

#### Table of Contents

Exhibit A	Deaccession List	13 pages	
Exhibit B	Ghirardelli wagon photo (to be deaccessioned)		1 page

Collection Name	Catalog #	Description	Reason for Deaccession
Louis Stein, Jr.	1974/004	Wood frame with glass	Item in poor condition & does not meet collection policy
		Modern wood picture frame	Item in poor condition & does not meet collection policy
		Modern wood picture frame	Item in poor condition & does not meet collection policy
		Monochrome photograph (scene of the American River in the Sierras) in modern wood frame with a plaque mounted on frame "On Line Western Pacific Lawton Photo"; 20 1/2 by 26 1/2, stained and fly specked	Item in poor condition & does not meet collection policy
		Monochrome photograph (scene of the American River in the Sierras) in modern wood frame; 22 1/5 by 26 1/2, very dirty	Item in poor condition & does not meet collection policy
		Photographs in frames of unidentified mountain view [Lot 8]	Item in poor condition & does not meet collection policy
		Photograph of Feather River Canyon in modern wood frame	Item in poor condition & does not meet collection policy
		Modern wood frames [Lot 9]	Item in poor condition & does not meet collection policy
		Modern wood frames [Lot 10]	Item in poor condition & does not meet collection policy
		Modern wood frames [Lot 11]	Item in poor condition & does not meet collection policy
		Modern wood frames [Lot 12]	Item in poor condition & does not meet collection policy
		Modern wood frames [Lot 13]	Item in poor condition & does not meet collection policy
		5 photographs of 19th Century actors	Item in poor condition & does not meet collection policy
		5 photographs of unidentified mountain views	Item in poor condition & does not meet collection policy

Exhibit A  
Proposed Deaccession List

History Science Division  
CCL Department

			8 modern wood frames		Item in poor condition & does not meet collection policy
Jeanne Johnson	1983/083/01		Briefcase		Item in poor condition & does not meet collection policy
Jeanne Johnson	1976/067/1187		White House department store box		Item in poor condition & does not meet collection policy
Mercedes Poole	1979/099		323 copies of LIFE magazine; March 1937 - January 1969		Does not meet collection policy
			POST magazine; February 8, 1954		Does not meet collection policy
			LOOK magazine; March 22, 1966		Does not meet collection policy
Mr. and Mrs. William Roth	1981/091/01		Ghirardelli Chocolate Company horse-drawn delivery wagon		Does not meet existing collection policy
Archie Hefner	1981/147/06		Native American infant carrier		Item in poor condition & does not meet collection policy
City, History & Science Div.	1982/097		Modern wood frame, originally held a 1963 City Resolution		Does not meet collection policy
Charles W. Deterding	1984/154		81 books on engineering, mechanical engineering, concrete and highway construction, surveying, hydraulics, fluid mechanics, water supply engineering, public water policy, sewer treatment and disposal, calculus, algebra, public finance, and other miscellaneous subjects; early to mid-20th century		Does not meet collection policy
Marie Henwood	1986/045		Sacramento Union bound volume; 1 Sept. 1946 - 29 Oct. 1946		Duplicate item
			The Record Union bound volume; 1 Jan. 1895 - 30 March 1895		Duplicate item
Bonnie Snyder	1997/027		3 copies of program, "Opening Sacramento Memorial Auditorium, February 22, 1927"		Duplicate item
			8 copies of tickets to "Citizenship Day Observance, September 26-28, 1958"		Duplicate item
Florence Genies	1987/107		8 copies of book "A Silhouette of Service," Sacramento Woman's Council, 1955		Duplicate item

Exhibit A  
Proposed Deaccession List

History Science Division  
CCL Department

Jose Risso	1988/128	8 copies of book "Living A Principle Through Half A Century," Weinstock Lubin, 1924 Chart "Farrallones Entrance to the Bay of San Francisco and San Pablo," Cadwalader Ringgold, 20" by 30", 1850 Chart "Farrallones Entrance to the Bay of San Francisco and San Pablo, Sheet No. 1," Cadwalader Ringgold, 20" by 30", 1850 Chart "Suisun and Vallejo Bays with the Confluence of the Rivers Sacramento and San Joaquin, Sheet No. 3," Cadwalader Ringgold, 20" by 30", 1850 Chart "Sacramento River From Suisun City to the American River, Sheet No. 4," Cadwalader Ringgold, 20" by 30", 1850	Duplicate item Item in poor condition & duplicate item
Darrell Fomey County, Dept. of Public Works, Transportation	2002/103	506 copies of postcard, "Greetings USA 1976," published by Sunshine Patriots, Valley Forge, PA	Duplicate item
Gladys Latham	2003/018/316	Map of Sacramento County, 1903	Item in poor condition
	1984/008	24 copies of postal greeting card, ca. 1935-1950 43 copies of greeting cards and envelopes, ca. 1920-1950	Duplicate item Duplicate item
Eleanor McClatchy	1982/004	65 copies of programs for Eaglet Theater Season, 1950-1951 38 copies of programs for Eaglet Theater Season, 1951-1952 43 copies of programs for Eaglet Theater Season, 1953-1954 49 copies of programs for Eaglet Theater Season, 1954-1955 48 copies of programs for Eaglet Theater Season, 1955-1956	Duplicate item Duplicate item Duplicate item Duplicate item Duplicate item Duplicate item

Exhibit A  
Proposed Deaccession List

History Science Division  
CCL Department

64 copies of programs for Eaglet Theater Season, 1956-1957	Duplicate item
71 copies of programs for Eaglet Theater Season, 1957-1958	Duplicate item
93 copies of programs for Eaglet Theater Season, 1958-1959	Duplicate item
80 copies of programs for Eaglet Theater Season, 1959-1960	Duplicate item
44 copies of programs for Eaglet Theater Season, 1960-1961	Duplicate item
50 copies of programs for Eaglet Theater Season, 1961-1962	Duplicate item
53 copies of programs for Eaglet Theater Season, 1962-1963	Duplicate item
39 copies of programs for Eaglet Theater Season, 1963-1964	Duplicate item
64 copies of programs for Eaglet Theater Season, 1964-1965	Duplicate item
29 copies of programs for Eaglet Theater Season, 1965-1966	Duplicate item
70 copies of programs for Eaglet Theater Season, 1966-1967	Duplicate item
33 copies of programs for Eaglet Theater Season, 1967-1968	Duplicate item
8 copies of programs for Eaglet Theater Season, 1968-1969	Duplicate item
22 copies of programs for Eaglet Theater Season, 1969-1970	Duplicate item
40 copies of programs for Eaglet Theater Season, 1970-1971	Duplicate item
94 copies of programs for Eaglet Theater Season, 1971-1972	Duplicate item
159 copies of programs for Eaglet Theater Season, 1972-1973	Duplicate item

History Science Division  
CCL Department

Exhibit A  
Proposed Deaccession List

15 copies of programs for Eaglet Theater Season, 1973-1974	Duplicate item
72 copies of programs for Eaglet Theater Season, 1974-1975	Duplicate item
107 copies of programs for Eaglet Theater Season, 1975-1976	Duplicate item
83 copies of programs for Eaglet Theater Season, 1976-1977	Duplicate item
47 copies of programs for Eaglet Theater Season, 1977-1978	Duplicate item
33 copies of program for "The Donner Party," 1975	Duplicate item
23 copies of program "The Duchess of Washoe," Sacramento Civic Reparatory Theater, 1958	Duplicate item
12 copies of flyer "The Sacramento Civic Theater presents Gala World Premier "The Donner Party," 1973	Duplicate item
26 copies of program "Shakuntala," 1955	Duplicate item
13 copies of program "The Dybbuk for Temple B'Nai Israel Centennial," 1952	Duplicate item
28 copies of program "A Cavalcade of the American Musical Theater," no date	Duplicate item
318 copies of program "Harlequin Stage," 1960s-1970s	Duplicate item
17 copies of Sacramento Civic Reparatory Theater Annual Report, 1955-1956	Duplicate item
5 copies of brochure for Sacramento Civic Reparatory Theater, no date	Duplicate item
95 copies of Sacramento Civic Reparatory Theater ticket order forms, no date	Duplicate item
13 copies of Sacramento Civic Reparatory Theater ticket order forms, 1975-1976	Duplicate item

History Science Division  
CCL Department

Exhibit A  
Proposed Deaccession List

	11 copies of program "Gay 90's and Roaring 20's," no date	Duplicate item
	66 copies of Sacramento Civic Reparatory Theater news releases, 1949	Duplicate item
	Script "The Bandit Chief," no date	Duplicate item
	6 copies of brochure "Armchair Cruise," no date	Duplicate item
	3 copies of program, "Matinee Club," no date	Duplicate item
	522 copies of programs from Children's Theater, 1960-1970s	Duplicate item
	58 copies of brochure "Operation Eagle," 1951	Duplicate item
	8 copies of Sacramento Bee newspaper clippings, 1945	Duplicate item
	Program for Sacramento Philharmonic Orchestra, 1949-1950	Duplicate item
	19 copies of program for Sacramento Symphony Connoisseur Series, 1975	Duplicate item
	25 copies of miscellaneous programs, 1949	Duplicate item
	57 copies of miscellaneous programs, 1960s	Duplicate item
	44 copies of Music Circus brochures and ticket order forms, 1950s	Duplicate item
	12 copies of Music Circus season programs, 1953-1957	Duplicate item
	4 copies of Music Circus miscellaneous programs, no date	Duplicate item
	3 paper napkins advertising "Of Thee I Sing," 1976	Duplicate item
	86 copies of Sacramento Community Players programs, 1930s	Duplicate item
	13 copies of Sacramento Civic Reparatory Theater program "Footlight," 1963	Duplicate item
Mort and Marcie Friedman	Part of scale	Item in poor condition or duplicate
	1999/117/017	item in poor condition or duplicate
	1999/117/040	item in poor condition or duplicate
	1999/117/041	item in poor condition or duplicate
	Spigot	

Exhibit A  
Proposed Deaccession List

December 13, 2005

1999/117/042	Horlick's Malted Milk box	Item in poor condition or duplicate
1999/117/058	Chinese (?) metal lock	Item in poor condition or duplicate
1999/117/085	Cartoon for Edison recording cylinders	Item in poor condition or duplicate
1999/117/086	Cartoon for Edison recording cylinders	Item in poor condition or duplicate
1999/117/088	Telegraph insulator	Item in poor condition or duplicate
1999/117/093	Base of embossing press	Item in poor condition or duplicate
1999/117/160	Broken ceramic bottle	Item in poor condition or duplicate
1999/117/167	German Syrup cartoon	Item in poor condition or duplicate
1999/117/217	Apothecary jar	Item in poor condition or duplicate
1999/117/218	Apothecary jar	Item in poor condition or duplicate
1999/117/251	Small metal clothes hook	Item in poor condition or duplicate
1999/117/254	Fruit pitter	Item in poor condition or duplicate
1999/117/255	unidentified metal part	Item in poor condition or duplicate
1999/117/260	Broken iron lid	Item in poor condition or duplicate
1999/117/263	unidentified wood dowel	Item in poor condition or duplicate
1999/117/266	Tin canister	Item in poor condition or duplicate
1999/117/302	Lunch pail	Item in poor condition or duplicate
1999/117/336	Metal candlestick	Item in poor condition or duplicate
1999/117/364	Liquid fuel lantern	Item in poor condition or duplicate
1999/117/365	Liquid fuel lantern	Item in poor condition or duplicate
1999/117/387	Carpet bag	Item in poor condition or duplicate
1999/117/389	Small cloth and leather purse	Item in poor condition or duplicate
1999/117/391	Applique bead work	Item in poor condition or duplicate
1999/117/392	Decorative top to a hat pin	Item in poor condition or duplicate
1999/117/393	6 small shell buttons	Item in poor condition or duplicate
1999/117/396	Paper fan	Item in poor condition or duplicate
1999/117/397	Paper fan	Item in poor condition or duplicate
1999/117/398	Paper fan	Item in poor condition or duplicate
1999/117/430	Single ice skate (no mate)	Item in poor condition or duplicate
1999/117/431	Single ice skate (no mate)	Item in poor condition or duplicate
1999/117/432	Single shoe (no mate)	Item in poor condition or duplicate
1999/117/433	Single shoe (no mate)	Item in poor condition or duplicate
1999/117/436	Single shoe (no mate)	Item in poor condition or duplicate
1999/117/440	Single shoe (no mate)	Item in poor condition or duplicate

Exhibit A  
Proposed Deaccession List

History Science Division  
CCL Department

1999/117/441	Single shoe (no mate)	Item in poor condition or duplicate
1999/117/442	Single shoe (no mate)	Item in poor condition or duplicate
1999/117/445	Ice skate blade	Item in poor condition or duplicate
1999/117/447	Straw hat	Item in poor condition or duplicate
1999/117/470	Crevice candlestick	Item in poor condition or duplicate
1999/117/486	Sledgehammer head	Item in poor condition or duplicate
1999/117	Frying pan, missing handle	Item in poor condition or duplicate
1999/117/496	Chisel	Item in poor condition or duplicate
1999/117/504	Shotgun cartridge case	Item in poor condition or duplicate
1999/117/520	Gun powder flask	Item in poor condition or duplicate
1999/117/538	Gun cap box	Item in poor condition or duplicate
1999/117/552	Marking gauge	Item in poor condition or duplicate
1999/117/553	Barrel choppers	Item in poor condition or duplicate
1999/117/554	Barrel grooving plane	Item in poor condition or duplicate
1999/117/555	Wood brace	Item in poor condition or duplicate
1999/117/557	Box hammer	Item in poor condition or duplicate
1999/117/559	Wood working scraper	Item in poor condition or duplicate
1999/117/565	Ball pin hammer head	Item in poor condition or duplicate
1999/117/566	Hot eye chisel	Item in poor condition or duplicate
1999/117/569	Measuring device for tire/wheel circumference	Item in poor condition or duplicate
1999/117/570	Unidentified wood tool	Item in poor condition or duplicate
1999/117/571	Drill handle	Item in poor condition or duplicate
1999/117/576	Unidentified tool	Item in poor condition or duplicate
1999/117/577	Tool for forging bevel screw head	Item in poor condition or duplicate
1999/117/578	Square head metal spike	Item in poor condition or duplicate
1999/117/579	Square head spike, 4 3/4" long	Item in poor condition or duplicate
1999/117/580	Square head spike, 4 3/4" long	Item in poor condition or duplicate
1999/117/588	Metal spring, 4 1/2" long	Item in poor condition or duplicate
1999/117/608	Wood vice	Item in poor condition or duplicate
1999/117/626	Horse collar	Item in poor condition or duplicate
1999/117/631	Leather handle	Item in poor condition or duplicate
1999/117/638	Western style saddle	Item in poor condition or duplicate
1999/117/639	Western style saddle	Item in poor condition or duplicate
1999/117/640	Horse collar	Item in poor condition or duplicate

Exhibit A  
Proposed Deaccession List

History Science Division  
CCL Department

1999/117/643	Side saddle	Item in poor condition or duplicate
1999/117/652	Ski	Item in poor condition or duplicate
1999/117/653	Ski	Item in poor condition or duplicate
1999/117/658	Leather bellows	Item in poor condition or duplicate
1999/117/667	Spur	Item in poor condition or duplicate
1999/117/683	Bridle bit	Item in poor condition or duplicate
1999/117/687	Bridle bit	Item in poor condition or duplicate
1999/117/691	Cultivator or harrow link	Item in poor condition or duplicate
1999/117/692	Sleigh bells (harness)	Item in poor condition or duplicate
1999/117/693	Sleigh bells (harness)	Item in poor condition or duplicate
1999/117/694	Sleigh bells (harness)	Item in poor condition or duplicate
1999/117/695	Sleigh bells (harness)	Item in poor condition or duplicate
1999/117/696	Sleigh bells (harness)	Item in poor condition or duplicate
1999/117/697	Sleigh bells (harness)	Item in poor condition or duplicate
1999/117/698	Bridle blinder	Item in poor condition or duplicate
1999/117/699	Driving whip	Item in poor condition or duplicate
1999/117/714	Horseshoe	Item in poor condition or duplicate
1999/117/734	Stereo card	Item in poor condition or duplicate
1999/117/738	Sign "Public Parking"	Item in poor condition or duplicate
1999/117/740	Photo frame	Item in poor condition or duplicate
1999/117/742	Photo frame	Item in poor condition or duplicate
1999/117/743	Decorative wood picture frame, 9" x 12", broken	Item in poor condition or duplicate
1999/117/749	Decorative wood picture frame, 9" x 14"	Item in poor condition or duplicate
1999/117/751	Civil War currency mounted on a board	Item in poor condition or duplicate
	Craft art - buttons glued onto cardboard in the shape of a woman	Item in poor condition or duplicate
1999/117/753	shape of a woman	Item in poor condition or duplicate
1999/117/769	Newspaper reprint	Item in poor condition or duplicate
1999/117/771	Art print "The Old Sait"	Item in poor condition or duplicate
1999/117/772	Print "Nevada Mining Company"	Item in poor condition or duplicate
1999/117/777	Trade card "Chicago Cottage Organs"	Item in poor condition or duplicate
	Photograph of a logging team, torn in multiple pieces	Item in poor condition or duplicate
1999/117/778		Item in poor condition or duplicate
1999/117/779	Print of Bible and flowers in a carved wood frame, 18" by 21" ca. mid-late 19th century	Item in poor condition or duplicate

Exhibit A  
Proposed Deaccession List

History Science Division  
CCL Department

1999/117/781	Print of girl and dog running in a carved wood frame, 18" by 21" ca. mid-late 19th century	Item in poor condition or duplicate
1999/117/784	Print of train in Japan, "View of Steam Train," in plane wood frame, ca. 19th century	Item in poor condition or duplicate
1999/117/788	Print of San Francisco at time of 1908 earthquake	Item in poor condition or duplicate
2000/014/001	Antique armaments - Pacific Ballard SN27398	Does not meet current collection policy
2000/014/002	Antique armaments - Pacific Ballard SN19859	Does not meet current collection policy
2000/014/003	Antique armaments - Sharps Borchard musket SN15413	Does not meet current collection policy
2000/014/004	Antique armaments - Remington Heppburn sporting rifle 4775	Does not meet current collection policy
2000/014/005	Antique armaments - Spencer conversion sporting rifle	Does not meet current collection policy
2000/014/009	Antique armaments - Springfield 50/70 rifle SN29158	Does not meet current collection policy
2000/014/011	Antique armaments - Mississippi Harper's Ferry	Does not meet current collection policy
2000/014/012	Antique armaments - Springfield Calvary musketoan	Does not meet current collection policy
1983/052	25 copies of postcard, "Sacramento High School," 1939	Duplicate item
	166 copies of postcard, "Hotel Senator Lobby," c. 1930s	Duplicate item
	46 copies of postcard, "Puppy Yawning," ca. 1930s-1940s	Duplicate item
	49 copies of postcard, "View of 5th and J Streets, Sacramento," ca. 1920s	Duplicate item
	66 copies of postcard, "MCA Gymnasium," ca. 1920s-1930s	Duplicate item
	75 copies of postcard, "Plaza Park," ca. 1930s-1940s	Duplicate item
	142 copies of postcard, "Carquinez Bridge," ca. 1930s-1940s	Duplicate item

History Science Division  
 CCL Department

Exhibit A  
 Proposed Deaccession List

	678 copies of postcard, "Southern Pacific Depot, Sacramento," ca. 1920s 24 copies of souvenir view packets of 20 views of various buildings and scenes in Sacramento, ca. 1915-1920	Duplicate item  Duplicate item
Miscellaneous items with no known source at SAMCC	Xerox copy of map of central Sacramento, no date Redevelopment map - priority and central structures, 2 pages, 1978 Design Review District map of Del Paso Heights, 9 pages, 1983 3 copies of program "Sacramento Gold Spike Centennial Celebration," 1969 5 copies of brochure "The Holmes Funeral Home," no date  Poster "Juneteenth Celebration June 19th, 2004" 6 copies of Sacramento Old City Association calendar, 1980 2 copies of poster "Eighteenth Annual Birthday Celebration August 9, 1980" 2 copies of poster "History Week CHS Events July 31-Aug 8, 1982" 8 copies of "SOCA Beautiful Homes" calendar, 1977 6 copies of poster "SHA 30th Anniversary History Festival July 29-Aug 14, 1983" Modern gilt wood frame with red velvet trim, 24" by 28" Book, "The Enchanted Lake," by S.C. Lapham, 1931	Does not meet collection policy  Does not meet collection policy  Does not meet collection policy  Duplicate item Duplicate item  Duplicate item Duplicate item  Duplicate item  Duplicate item  Duplicate item  Duplicate item  Does not meet collection policy  Does not meet collection policy

	Book, "The French Revolution," by Thomas Carlyle, volume 1, no date	Does not meet collection policy
	5 copies of booklet "75th Anniversary Weinstock Lubin Co." 1949	Duplicate item
	Empty film boxes [Lot 1]	Does not meet current collection policy
	Outdated film in boxes [Lot 2]	Does not meet current collection policy
	Box of miscellaneous photo supplies [Lot 3]	Does not meet current collection policy
	Unidentified electronic equipment [Lot 4]	Does not meet current collection policy
	Unidentified electronic equipment [Lot 5]	Does not meet current collection policy
	Five boxes of miscellaneous light bulbs [Lot 6]	Does not meet current collection policy
	Speedmaster A12 Color computer	Does not meet current collection policy
	McBeth Color Analyzer	Does not meet current collection policy
	Corvus hard drive with 2 keyboards and screen	Does not meet current collection policy
	Bell and Howell Microfiche reader	Does not meet current collection policy
	Microfiche reader	Does not meet current collection policy
Miscellaneous items with no known source at the Discovery Museum	wooden crate	Does not meet current collection policy
	3 rusty horseshoes	Does not meet current collection policy
	rusty railroad spike	Does not meet current collection policy
	spigot knob	Does not meet current collection policy
	level	Does not meet current collection policy
	large hex head wrench	Does not meet current collection policy
	2 metal clamps	Does not meet current collection policy
	draw knife	Does not meet current collection policy
	woodworking gauge/level	Does not meet current collection policy
	small shoe	Does not meet current collection policy
	spoke shave	Does not meet current collection policy
	mortise chisel	Does not meet current collection policy
	adjustable cutting bit	Does not meet current collection policy
	tapered reamer	Does not meet current collection policy
	bolt thread cleaner	Does not meet current collection policy
	specialty bolt	Does not meet current collection policy
	oval shaped awl	Does not meet current collection policy

metal folder crimper	Does not meet current collection policy
metal working prick punch "Plymouth Rock"	Does not meet current collection policy
No. 32 Stanley hand plane	Does not meet current collection policy

