

RESOLUTION NO. 2006-090

Adopted by the Sacramento City Council

January 31, 2006

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.

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Exhibit A- Policy Modification 2 pages

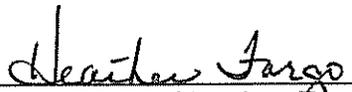
Adopted by the City of Sacramento City Council on January 31, 2006 by the following vote:

Ayes: Councilmembers Cohn, Fong, Hammond, McCarty, Pannell, Sheedy, Tretheway, Waters and Mayor Fargo.

Noes: None.

Abstain: None.

Absent: None.



Mayor Heather Fargo

Attest:



Shirley Concdlino, City Clerk

Deaccessioning Procedures

Section 3. Collection Policy, Sacramento Archives & 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.