

Geologic Collections Management System

Checklist for Deaccessioning Geologic Materials



Clear Form

Name of Repository _____

Do not use this form for materials being evaluated for possible transfer to the NMNH.

Criteria

To initiate transfer or disposal of geologic material(s), the following criteria must be met:

1. The U.S. Geological Survey fully and legally owns the geologic material(s). _____ Yes No
2. The geologic material(s) has (have) been accessioned into a USGS repository (*hazardous and actively decomposing materials excepted*). _____ Yes No
3. Answer **Yes** to at least one of the following:
 - a. The geologic material(s) is (are) outside the scope of the Statement of Purpose of the repository and its acquisition policy. _____ Yes No
 - b. The geologic material(s) has (have) no essential data (*sample number, location, etc.*), and all attempts to find such data have been unsuccessful. _____ Yes No
 - c. The repository is unable to preserve the geologic material(s). _____ Yes No
 - d. The geologic material(s) is (are) a duplicate, and, if not otherwise needed for sampling purposes, may be disposed. _____ Yes No
 - e. The geologic material(s) has (have) deteriorated beyond usefulness or has (have) failed to retain its identity or authenticity. _____ Yes No
 - f. The geologic material(s) poses (pose) a physical hazard or is (are) dangerous to the health of personnel. _____ Yes No
 - g. The geologic material(s) is (are) the subject of irreversible deterioration or infestation and may imperil the condition of other materials in collections. _____ Yes No
 - h. The geologic material(s) is/are determined to be fraudulent or fake or does (do) not properly represent its (their) class of material. _____ Yes No

All recommendations for deaccessioning shall be taken to the Science Center Director (or equivalent) and then the Advisory Committee for approval. **All recommendations shall include:**

- this deaccessioning checklist
- the record of transfer or disposal of geologic materials
- the deaccession approval form
- the fullest documentation of the material(s)

Recommended Action

Donation—Geologic material(s) may be transferred or donated to other entities (*check all that apply*):

- Another science center or repository within the USGS
- An educational institute
- Another entity for outreach purposes

Destruction—If no entity is willing to accept the geologic material(s), or if the materials are worn, infested with deleterious chemical substances or vermin, or hazardous and dangerous to the health of repository personnel, then they may be destroyed in an appropriate manner.