

Halifax Regional Municipality Archives Deaccessioning Policy

Policy

The Halifax Regional Municipality Archives will acquire archival records and published reference material according to their respective acquisition Policies; however material already in the holdings of the Municipal Archives which is not within the scope of its acquisition mandate, or not appraised as archival, will be deaccessioned.

Objective

This policy provides guidelines for removing inappropriate material from the holdings of the Municipal Archives, ie. deaccessioning.

Scope

This policy applies to all material that was formally accessioned or described in the holdings of the Municipal Archives but which does not fit the approved Acquisition Policy.

Procedures

1. All deaccessioning will be fully documented through a Deaccessioning Form, signed by the Archivist and filed in the appropriate Case File. Reference material that is deaccessioned from the Reference Collection will be similarly documented and filed in the appropriate Case File.
2. Descriptions of deaccessioned material will be removed from all finding aids and listings. Location registers will be updated to reflect deaccessioning.
3. If the Deed of Gift permits, reasonable effort will be made to find a more appropriate repository to preserve and provide public access to non-government deaccessioned material.
4. All other deaccessioned material will be securely destroyed, since government records should not leave the control of a municipal office. Label all boxes to be shredded with "Destruction Box Labels" found at H:\IM\Administration\Forms 5150-20\Labels. They should be initialled by the Municipal Archivist. Like material should be boxed for shredding (ie. Paper/microfilm/photos/cassettes in separate boxes).

Proviso: The Municipal Archives reserves the right to donate, sell, recycle or otherwise dispose of published materials as required.

Roles and Responsibilities

Manager, Information Management - will ensure that Deaccessioning Policy is implemented.

Deaccessioning Policy

Approved: March 2005

Revised: November 2008, July 2011

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Municipal Archivist - will oversee and authorize any deaccessioning. The Municipal Archivist will maintain current and adequate Deaccessioning Policies, Procedures and Forms.

Archivist/Information Analyst - will oversee and authorize any deaccessioning from within the Reference Collection.

Review

This policy will be reviewed every 5 years. Comments or concerns should be directed to the Archivist.