

Halifax Regional Municipality Archives and Reference Collection Deaccessioning Policy

Policy

The Halifax Regional Municipality Archives and HRM Reference Collection will acquire archival records and published reference material according to their respective acquisition Policies; however material already in the holdings of the Archives or Reference Collection 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 HRM Archives and Reference Collection, ie. deaccessioning.

Scope

This policy applies to all material that was formally accessioned or described in the holdings of the HRM Archives and the Reference Collection which does not fit the Archives' or Reference Collection Acquisition Policy.

Procedures

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 by the Archivist/Corporate Librarian.

Descriptions of deaccessioned material will be removed from all finding aids and listings. Location registers will be updated to reflect deaccessioning.

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.

All other deaccessioned material will be securely destroyed, since government records should not leave the control of a municipal office.

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

Roles and Responsibilities

HRM Archives Deaccessioning Policy

Approved: March 2005

Revised: November 2008

Page 1 of 2

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

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

Archivist/Corporate Librarian - 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.