



Buckinghamshire County Council

Libraries and Heritage

Centre for Buckinghamshire Studies

[De-accessioning Policy](#)

December 2004

The Centre for Buckinghamshire Studies accepts that on occasion in the past it has taken in unsuitable records for reasons including:

- Not being able to undertake a detailed inspection at the time of accession
- Not knowing whether the records would be useful or not and erring on the side of caution
- Because the space was available at the time

The Centre will now consider de-accessioning if the collection meets the following criteria:

- It was taken for one or more of the reasons above
- It would not meet the criteria currently applied for accepting collections (see Acquisitions Policy)
- If the records are worth keeping, whether they would be more appropriately held at another repository

Before de-accessioning, the Centre will consider whether the material has been:

- Accessioned, receipted and reported in the Centre's annual report or to the National Register of Archives.
- Catalogued or conserved
- Used by the public or cited as a source in a publication.

If the decision is made by the County Archivist to de-accession, then the process will follow the internal De-Accessioning Procedure, and full permission will be sought from the depositor/donor as necessary. No collections or items will be de-accessioned without full consultation with the depositor/donor, or against their express wishes.

No documents will be offered for sale. They will be appraised solely on their evidential and informational value and then destroyed, retained or passed to another repository, as appropriate.