

OXFORDSHIRE HISTORY CENTRE POLICY DOCUMENT PD033

Archive Deaccessioning and Disposal Policy

[The National Archives guidance on Deaccessioning and Disposal](#) defines deaccessioning as 'the formal, documented removal of a collection or item from the accession register or custody of the archive service'. It defines disposal as 'the physical act of transferring the collection or item from the archive service to another destination. This covers transfer to another repository, return to depositor or donor and as a last resort, destruction'.

Oxfordshire History Centre (OHC) retains the right to retain overall control of the archive collections in its custody. In accordance with its Archives Acquisition Policy (PD015), OHC may, from time to time, consider the deaccessioning of archival records for any of the following reasons

- it was not possible to conduct an extensive survey of the records at time of deposit and, at time of appraisal, their permanent retention cannot be justified
- the records do not meet the current criteria set out in OHC's Archives Acquisition Policy (OHC Policy Document 015)
- the records would be more appropriately held at another repository
- the records are too damaged or illegible to be useful as historical evidence. This includes digital material which has deteriorated to a level whereby it is unusable or which is in a format or operating system which OHC is unable to access.

As specified in OHC's Accessioning and Cataloguing guidelines, ephemeral documents, duplicate, or otherwise unsuitable material will be weeded out at time of accessioning or cataloguing. In the event of such material being identified, OHC will make all reasonable attempts to contact the owner/depositor. Depositor contact details are retained in the CALM Depositors database and in the OHC depositors correspondence files sequence. Where the depositor can be traced, options for deaccessioning (return to depositor/ transfer to alternative repository/ destruction) will be discussed with them. In the event of the owner/ depositor proving to be untraceable, OHC reserves the right to dispose of the records (transfer to alternative repository/ destruction) as it sees fit.

Deaccessioning and disposal procedures are detailed in Section 11 of the [OHC Cataloguing Procedures](#). Deaccessioning and disposal decisions are recorded in the 'CustodHist' field of the relevant accession(s) in the CALM Accessions module.

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