

12.10 DEACCESSIONING PROCEDURES:

Disposition of Materials

The *Roman Catholic Diocese of Victoria Archives* is governed by the *Code of Canon Law* and any diocesan guidelines which may apply. In practice, material to be deaccessioned may be transferred to other repositories, offered for public sale, or destroyed. Any such disposition of material with substantial research or financial value will be governed by the following considerations:

1. Materials must be free of all legal obstacles. No materials will be deaccessioned when a written agreement that contradicts such action exists between the donor and the *Roman Catholic Diocese of Victoria Archives*. A reasonable attempt will be made to consult donors when materials are considered for de-accessioning.
2. Materials will not usually be sold to archives staff, their immediate families, or any other organization affiliated with the archives. All proceeds from the sale of such materials will be used solely to further the preservation or development of the archives research and collections.
3. The method of disposition will be determined by the Chancellor, in consultation with archives staff and advisors, if any.
4. When de-accessioning is determined to be appropriate, responsibility for keeping a record of disposition of materials will be assigned to archives staff.

Types of Deaccessioning

Once it has been determined that the materials are to be disposed of, four methods of de-accessioning materials may be used.

1. **Destruction:** Outright destruction may be selected as a suitable method of disposition for materials that have been appraised and determined not to have any merit for continued preservation.
2. **Transfer:** Materials that have been evaluated and identified to be out of the mission of the *Roman Catholic Diocese of Victoria Archives* and would be better served at another repository will be made available to that repository for transfer of ownership if the *Roman Catholic Diocese of Victoria Archives* has clear title to the materials. The repository receiving the collection will pay all expenses involved in shipping and sign a release form in which they assume ownership of the material. Recipients of deaccessioned material will be required to complete an 'Assignment of Deaccessioned Material' form. (Appendix 12.11; Page 27)
3. **Sale:** The sale of materials which are duplicates, which have no intrinsic or informational value to the *Roman Catholic Diocese of Victoria Archives*, and which have not been sanctified or dedicated to the use of the Church and its ministers will be conducted to maintain and preserve the collections of the *Roman Catholic Diocese of Victoria Archives*.
4. **Return to owner:** Materials may be returned to the legal owner if they have requested the return of their materials and archives ownership of the collection cannot be clearly established as elsewhere herein specified.

Other Considerations:

Other factors need to be considered during the de-accessioning process and apply to both the donor and the archives staff.

1. In the particular case of religious archives, all materials which have been blessed, sanctified, or dedicated in any way to the work of the church must be closely scrutinized before de-accessioning. A respectful rite of de-sanctification will be conducted if possible.
2. All prevailing civil laws regarding retention of records must be observed.
3. Donors and records creators should be informed that factors such as a change in mission, new accessions, and financial responsibilities may preclude the perpetual preservation of a collection and that these changes may compel the archives to dispose of materials that had been acquired earlier. Donors will be made aware of these necessary activities by clearly stating that the archives may dispose of parts or the entire collection based upon these factors.
4. Although appraisal and de-accessioning are needed tools for refining collections, their importance will be reduced by keeping selection policies current and by applying sound appraisal standards.