

Maag Library Archives & Special Collections

DEACCESSION PROCESS

The deaccessioning of materials donated to the Youngstown State University Archives & Special Collections is considered when staff determines that previously accessioned items meet one or more of these conditions:

- Beyond the scope of the Archives collecting mission.
- Damaged or deteriorated to such a degree as to be unusable and/or a threat to other items in the collection.
- Cannot be placed in any identifiable historical context.
- Have minimal research value.
- Duplicated in the State Archives or other readily accessible collections.

A Youngstown State University Archives staff member may initiate deaccession procedures by preparing and circulating a Request for Deaccession (RFD) Form. The RFD should be reviewed by Senior YSU Archives staff. If a majority of the reviewers and the YSU Archivist recommend deaccession, the items are evaluated by YSU Maag library director for final approval. [Deaccessioning Form](#)