

MATERIALS TO BE WEEDED OR DEACCESSIONED
FROM A MANUSCRIPT COLLECTION

Collection Information

Date: _____

Curator: _____

Collecting Area: _____

Call Number of Collection: _____

Description of Materials: _____

Extent: _____

Electronic Media present: Y / N

Action Items

Disposal Type:

- Discard (throw away)
- Destroy (shred or otherwise make illegible/unusable)
- Return to donor (requires approval from department chair and AUL for Collections Services)
- External transfer (to an approved outside individual or entity. Location noted on deaccession form.)
- Internal transfer (to another BYU unit. Location noted on deaccession form)

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