



# WINONA

STATE UNIVERSITY

Administrative Number: 2-25-(B)  
Responsible Office: Office of Finance and Administration  
Responsible Officer: Vice President of Finance and Administration

## Procedure on: Deaccessioning for the Landscape Arboretum at Winona State University

### **Purpose:**

This procedure guides the Landscape Arboretum Director, the All-University Arboretum and Land Stewardship Committee, its sub-committees, landscape services staff, and the administration in determining what tree, shrub, and plant materials, exterior physical objects and landscape features should be deaccessioned based on established conditions.

### **Procedure:**

The Landscape Arboretum Director, a landscape services staff member, a member of the All-University Arboretum and Land Stewardship Committee or any of its subcommittees, or an administrator may recommend the deaccessioning of an acquisition. The Landscape Arboretum Director makes final recommendations on deaccessioning to the Committee and administration based on the following conditions:

- storm damage
- disease
- vandalism
- deterioration or death
- risk factor due to decline in health
- change in use of the area in which it is planted or placed (including construction)
- change in status to invasive by the Minnesota Department of Agriculture or Minnesota Department of Natural Resources
- other reasons as determined by the Landscape Arboretum Director or the Committee or its sub-committees

If a gift acquisition is deaccessioned, the donor is notified, when possible, of the action and rationale. Donors will be given a 30-day comment period after successful notification. The Landscape Arboretum Director or campus arborist records all deaccessions.

### *Disposal of Plants*

Deaccessioned plants are donated, sold, or disposed of with the approval of the Landscape Arboretum Director and Vice President of Finance and Administration. Any invasive or diseased plants are destroyed or disposed of as required by the State of Minnesota or Winona County (e.g., diseased ash trees).

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Responsible Officer's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Definitions:**

- a. Acquisition: The act of obtaining (coming into possession of) or something obtained
- b. Deaccession: to remove an object/feature/plant material from a collection

**Authorizing Policy:**

Related Documents

Policy History

**Date of Adoption:** Click or tap to enter a date.

**Date of Implementation:** Click or tap to enter a date.

**Date and Subject of Revisions:**

Revision Notes Go Here