

SCHOOL PROPERTIES DISPOSITION

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I. Obsolete/Surplus Equipment and Material Disposal

Obsolete and/or surplus equipment and materials which are District property may be disposed of according to procedures established by the Superintendent of Schools or designee in a manner which is in the best interest of the District.

Definition

Obsolete - That which is no longer acceptable or useable in relation to program or equipment standards.

Surplus - That which is in excess of immediate and/or foreseeable needs.

Non-salvageable - That which cannot be economically repaired, has little or no economic value and has no immediate or foreseeable use.

II. Disposal Methods

A. The District may advertise for sale by competitive bid, or conduct a public auction for obsolete and/or surplus equipment and materials. Items remaining after bid or auction may be disposed of in accordance with established procedures.

B. The District may sell obsolete, surplus or non-salvageable equipment and materials to any organization or the public, including District employees, when such sale is in the best interest of the District. This may include a sale that produces more revenue than that obtained at prior auctions, or when the sale will reduce District expenses.

C. The District may dispose of or recycle non-salvageable items, without submitting to bid or auction, in accordance with established procedures.

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III. Textbook and Supplementary Book Disposal

Text and supplementary books which are District property may be disposed of according to procedures established by the Superintendent of Schools or designee, provided such books are:

1. Damaged beyond repair;
2. No longer on the approved textbook list; or
3. Obsolete or no longer useful in the instructional program.

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I. Obsolete/Surplus Equipment and Material Disposal

Site administrators may declare equipment obsolete or surplus and forward a listing of such items to the District Accounting Office.

- A. Site administrators forward lists of items that are to be declared obsolete, surplus, or non-salvageable to the district purchasing office. Obsolete/surplus items may be retained for use at other sites or for parts. Disposal of obsolete or surplus equipment must be approved in advance by the chief financial officer or materials management director.
- B. Any items declared obsolete or surplus by the chief financial officer or materials management director may be sold through competitive bid or may be sold at an advertised public auction conducted by the district.
- C. The district may sell obsolete, surplus or non-salvageable equipment and materials to any organization or the public, including district employees, when such sale is in the best interest of the district. This may include a sale that produces more revenue than that obtained at prior auctions or when the sale will reduce district expenses. Sale of this nature may be limited to items where a previous auction history is available. In such sales the equipment or materials must be personally inspected and approved for sale by the chief financial officer and the materials management director.
- D. Obsolete or surplus equipment remaining unsold after advertisement for sale or auction may be declared non-salvageable by the Division of Finance and then disposed of by the auction company. The district may dispose of non-salvageable items, without submitting the items to bid or auction, when district expenses would exceed revenue generated for like items in previous actions.
- E. The district purchasing office will keep complete records of any published ads, bids, notice of auctions, names of salvage dealers contacted, etc., so that anyone desiring information concerning the sale or disposal of obsolete/surplus equipment and materials will have a full history of the district's compliance with policy DN and its

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accompanying regulation. Included will be the itemized report from the auctioneer.

II. Disposal of Books and Other Instructional Materials

Texts, library books and other instructional materials which are damaged beyond repair, disapproved by the Board of Education, or deemed obsolete, may be given to students and/or students' families at no charge prior to being disposed of or recycled. Obsolete materials will be disposed of as follows:

Disposal of Instructional Materials

Textbooks and supplementary materials which are no longer adopted curriculum may be discarded using the following process.

1. When requesting disposal and removal of textbooks and supplementary textbooks, all items must be listed on the Curriculum Book Discard Form and emailed to the Assistant to the Executive Director of Curriculum and Instruction.
2. Once the textbooks and supplementary textbooks have been approved for discard by Assistant to the Executive Director of Curriculum and Instruction, they will email the site contact person that the disposal has been approved.
3. Textbooks may be left piled up for approved third party disposal service provider to sort them onsite, or they can be loosely put in boxes but not taped shut.
4. Attach a Curriculum Discard sign to any boxes, especially if close to Library Discard boxes.
5. The site person will arrange for pickup of the discards by calling **and** emailing the approved third party disposal service provider.

Disposal of Library Materials

Disposal of weeded library books and other materials, which are: 1) damaged beyond repair; 2) have not been checked out for several years; 3) content is no longer current or accurate; 4) requires equipment that is no longer district-supported or owned by the site.

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1. Discarded library materials must be deleted and tracked as weeded in Destiny by the site library staff.
2. Library discards need to be in boxes, taped shut, and have the Library Discard sign attached.
3. The site person will arrange for pickup of the discards by calling **and** emailing the approved third party disposal service provider.

Please include the following information to the Assistant to the Executive Director of Curriculum and Instruction for both methods of disposal:

- Contact information such as name, number, site and district name, etc...
- Location of discard boxes
- Contact for head custodian if it is possible - pick-up may occur during a break
- **Notify office staff AND custodians of the location of the discards in case you are unavailable at the time of pick-up.**

Sites will be responsible for storing the boxes until arrangements are made for pick-up.
Boxes should not weigh more than 40 pounds (approximately the size of a copy paper box).