SALE AND DISPOSAL OF SURPLUS DISTRICT EQUIPMENT, BOOKS, MATERIALS AND SUPPLIES

(This policy replaces previously approved Board of Education Policy #3260)

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, a determination shall be made as to which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the District. If possible, such equipment, supplies, books or materials shall be sold, through bid procedures, for the highest possible price.

The Assistant Superintendent for Finance and Operations, in conjunction with the Purchasing Agent, shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. Reassign the items, as needed, to other locations within the District;
2. Centralize the storage of items of potential usefulness; and/or
3. Discard or sell as surplus those items determined to be of no further use or worthless.

Prior to reassigning, storing, discarding or selling any equipment of supplies (including computer hardware and software), the district shall ensure that all district-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the district shall note that district data or information has not been permanently and completely removed. The district shall also ensure that all district-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The district shall work with the third party to ensure that district data and information is able to be permanently and completely removed from the equipment.

Following approval by the Board of Education, items may be sold in the following manner:

1. Offer to sell the items to local municipalities or local non-profit organizations;
2. Sell the items at a public sale or on a Board approved public online auction site. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and other such appropriate means. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
3. Sell the remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

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Textbooks, Workbooks and Supplementary Published Materials

1. All obsolete or surplus materials shall be collected at a location(s) designated by the Purchasing Department. The availability of such materials will be made known to all administrators and supervisors, for possible utilization within their program.
2. Out-of-District educational institutions shall be made aware of surplus materials for possible sales.
3. Out-of-District private enterprises may bid on an entire stock of surplus material or they may purchase selective quantities of materials.
4. Materials may be auctioned after appropriate advertising.
5. The District may offer the item for sale at a stated price to the Brentwood community.

NOTE: Sample books will be excluded from this process.

District-Wide Testing Materials and Other Written Books

When such material is either changed because of a new test adoption, or superseded by a more recent publication of that particular test, or if testing material is worn beyond use, such material shall be disposed of by the District. Due to the confidential nature of such materials and the security that condition mandates, disposal of these materials shall take the form of incineration at the town facility, performed by the Superintendent's specific designee. Records shall be kept as to those testing materials that have been destroyed.

Disposal of written records shall be in conformity with Records Retention and Disposition Schedule ED-1, For Use by School Districts. The University of the State of New York, 1988, revised *2004.*

Cross-ref: 1120, School District Records

Ref: General Municipal Law §§51; 800 et seq.
Ross v. Wilson, 308 N.Y. 2d 605 (1955)
Matter of Baker, 14 EDR 5 (1974)
Op. St. Compt. 58-120

Approved by the Board of Education: 6/17/10
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