

ADMINISTRATIVE REGULATION

No. 203

Board of Trustees Douglas County School District

PROGRAM

DISPOSAL OF DISCONTINUED INSTRUCTIONAL MATERIAL

Non-consumable instructional materials and resources become surplus to the District when they are no longer required for the instructional program due to:

1. Obsolescence or replacement by updated, Board adopted materials;
2. Expiration of adoption or licensing period;
3. Physical damage, wear, or defacement beyond reasonable repair;
4. Technological incompatibility with current District system.

Site administrators, in cooperation with the Business Services Department and the Department of Curriculum and Instruction, are responsible for overseeing the disposal of instructional materials classified as no longer needed by the District.

The District shall dispose of surplus instructional materials in a manner that is fiscally responsible and compliant with NRS 332 (Purchasing: Local Governments). Prior to destruction or recycling, the District may:

- A. Offer materials for sale or donation to other school districts, charter schools, or state agencies;
- B. Donate materials to non-profit organizations or individual students, provided all District identification and barcodes are removed or marked as "surplus";
- C. Utilize a third-party vendor for the sustainable recycling or resale of obsolete textbooks and media.

All such disposal shall be cleared with the Superintendent or designee to confirm that the material is no longer required for the instructional program. Digital resources and software licenses shall be decommissioned in accordance with District technology and data privacy protocols.

[See Policy 203 related to this Administrative Regulation](#)

Legal Reference:

NRS 332.15 – Disposal of personal property

Adopted: 11/82

Revised: 7/16/2026