RANCHO SANTA FE SCHOOL DISTRICT

Board Policy No. 6011: STANDARDS FOR DETERMINATION OF OBSOLESCENCE OF INSTRUCTIONAL MATERIALS

A. The following factors shall be considered for determining when instructional materials, either loaned to the District or in the District's possession and adopted by the Board, are surplus or obsolete:

1. The materials have not been used for instruction for a period of time;

2. The materials are outdated;

3. It is not anticipated by the Superintendent that the materials may be used in the future;

4. The Superintendent recommends that the materials be determined to be obsolete.

B. If the Superintendent recommends to the Board that specific instructional materials be determined to be obsolete, the Superintendent also will recommend whether such materials are usable or unusable for educational purposes.

C. If the Board determines that specific instructional materials are usable for educational purposes, the Superintendent may dispose of the materials in any of the following ways:

1. By donation to any governing board, county free library or other state institution;

2. By donation to any public agency or institution of any territory or possession of the United States, or the government of any country that formerly was a territory or possession of the United States;

3. By donation to any nonprofit charitable organization;

4. By donation to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people; or

5. By sale to any organization that agrees to use the materials solely for educational purposes.

D. At least sixty (60) days prior to the disposition of obsolete or surplus instructional materials which are usable for educational purposes, the Board may notify the public of its intention to dispose of the obsolete materials through a public service announcement on a television station in the County of San Diego, a public notice in a newspaper of general circulation published in the county, or any other means that the Board determines will most effectively reach the entities described in paragraph C above and permit representatives of these entities and members of the public to address the Board regarding

the disposition. Any entity which the Board determines will receive obsolete materials must, as a condition of receipt, certify to the Board that it agrees to use the materials for educational purposes and to make no charge of any kind to the persons to whom the entity gives or lends such materials.

E. Any money received by the Board from the sale of instructional materials shall be used to purchase instructional materials.

F. If the Board determines that specific instructional material is both obsolete and unusable for educational purposes, the Superintendent may, with the approval of the County Superintendent of Schools, dispose of such material in any of the following ways:

1. By mutilation so as not to be salable as instructional materials and sold for scrap or for use in the manufacture of paper pulp or other substances at the highest price that can be obtained; or

2. Destroyed by any economical means, provided that no instructional material shall be destroyed until thirty (30) days after the Board has given notice to all persons who have filed a request for such notice.

Legal Reference:
Education Code section 60500 *et seq.*

Date Policy Adopted By The Board: September 6, 1990
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