



Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6161.3

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Instruction

Disposal of Obsolete Instructional Materials

1. Purpose and Scope

Procedure for disposal of obsolete instructional materials.

2. Regulation

- A. The local school shall determine which instructional materials are obsolete.
- B. All other schools in the district through the assistant principals/curriculum shall be notified of the availability of these instructional materials and be given the opportunity to screen the materials for possible use.
- C. The school which requests the transfer of these declared obsolete instructional materials shall examine the materials for parts usable and remove those usable parts as deemed necessary.
- D. If the declared obsolete instructional materials have not been claimed by another school, then the local school shall stamp the obsolete material above or beside the district property stamp:

Obsolete Material
Formerly the Property of

- E. After the materials are stamped as obsolete, the following prioritized steps shall be instituted:
 - (1) Donation to students and adults in the local school community for the purpose of increasing general literacy.
 - (2) Donation to elementary districts that are a part of the district.
 - (3) Donation to a nonprofit agency within the district.
 - (4) Donation to a nonprofit agency outside of the district.

Disposal of Obsolete Instructional Materials (continued)

(All of the procedures, (1) through (4), shall be handled by the local schools.)

(5) Sale to persons and agencies which agree to use the materials solely for educational purposes.

(6) Funds collected from the sale of any obsolete instructional materials shall be sent to the district accounting office.

(7) Destruction by the most economic means.

(Any of the procedures (5) through (7) shall be handled by the district.)