

Ashland School District 5

Code: **DN**
Adopted: 2/10/03
Readopted: 5/08/17
Orig. Code(s): DN

Disposal of District Property

Disposal is the process by which materials are permanently removed from inventory. The superintendent has the responsibility of coordinating the disposal of surplus, obsolete, damaged-print or nonprint instructional materials or equipment. The district will establish procedures to identify items for disposal and guidelines for handling such items. Materials and equipment may be removed from the district inventory in the following ways:

1. The items may be donated to appropriate charitable or educational institutions;
2. The items may be reduced to smaller usable parts;
3. The items may be sold, provided proper notice is followed. Items of significant value or titled items such as vehicles will be sold through an advertised bid process;
4. The items may be disposed of by means of recycling or burial.

END OF POLICY

Legal Reference(s):

[ORS 279B.055](#)
[ORS Chapters 279A, 279B](#) and [279C](#)
[ORS 332.155](#)

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)

Cross Reference(s):

DID - Property Inventories