

## **PROPERTY DISPOSAL**

### **Belief**

The disposal of Division property such as furniture, equipment, books and supplies that have become obsolete, worn out, surplus or otherwise lose their value in support of instructional or other programs is permitted.

### **Guidelines**

1. Disposals and replacements shall be managed through the applicable site budget.
2. The following disposal or transfer priorities shall be followed:
  - 2.1 Transferred to another school or facility;
  - 2.2 Offered for trade-in value or advertised for sale;
  - 2.3 Transferred to a youth group or other not-for-profit organization;
  - 2.4 Considered for recycling, in whole or in part; or
  - 2.5 Disposed of at the local landfill.
3. A listing of surplus property must be circulated to all schools, Division Office and the Directors of Transportation and Plant Facilities, describing the items proposed for disposal.
4. Principals or Directors shall ensure that all technical equipment is returned to the Technology department to ensure all data and software is erased/destroyed prior to disposal.

Reference: Section 60, 61, 200, 201, School Act