

## **Disposition of Obsolete Instructional Material**

The formal determination that instructional material is no longer of value in the school curriculum shall be made by the Superintendent/designee. If the Superintendent/designee authorizes disposal, this decision will be communicated to the Manager of Purchasing.

The Manager of Purchasing shall determine whether or not the material in question has commercial value. If through normal disposition channels the material is found to lack commercial value, the material shall be considered expendable, appropriately marked, and offered gratis to local nonprofit organizations.

If local nonprofit organizations decline the material in question, the material may be offered to local paper reclamation organizations. Material remaining after the above contacts may be disposed of as refuse.

Disposition of obsolete instructional materials determined to have little or no value will be disposed of according to this procedure and shall be published once in a newspaper of general circulation.

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