

## **DISPOSAL OF DISTRICT PROPERTY**

Building administrators and supervisors are responsible for identifying surplus equipment and supplies within their area(s) of responsibility. The School Business Administrator shall be authorized to reassign the items, as needed, within the School District. Periodically, a determination shall be made of which equipment, supplies, and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the School District. Such equipment, supplies, or materials shall be sold through bid procedures, where possible, for the highest price.

Full disclosure is required when an employee in any position, administrator, independent contractor, and/or board member opts to participate in the Disposal of District Property bid process. An "Affidavit of Compliance, No Conflict and Non-Collusion," which identifies that person, as well as any relative(s) who work in the District, will be supplied in the surplus bid packet distributed by the District's business office.

The Board of Education shall approve the disposition of items no longer considered needed or usable in the instructional or non-instructional program by any of the following methods:

1. Sell items at a public sale. Notice of availability of such equipment, supplies, and materials and requests for bids shall be disseminated in announcements in local newspapers and by other appropriate means.
2. Donate, recycle, or discard those items determined to be of no further use.

Prior to reassigning, storing, discarding or selling any equipment or supplies (including computer hardware and software), the District shall ensure that all District-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the District shall note that District data or information has not been permanently and completely removed. The District shall also ensure that all District-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The District shall work with the third party provider to ensure that District data and information is able to be permanently and completely removed from the equipment.

***Great Neck Public Schools***

***Adopted: 3/22/10***

***Amended: 4/4/16***