

**DISPOSAL OF BROKEN/SURPLUS/OBSOLETE
DISTRICT PROPERTY**

POLICY 3260

School districts are authorized to dispose of outdated and obsolete property, including textbooks, as well as property which has been badly damaged, or in other ways made unusable.

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Determinations 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.

Once approved by the Board of Education, the Assistant Superintendent for Business shall be authorized to dispose of obsolete or surplus equipment and supplies in a reasonable manner.

Outdated and unused School District-owned property may be sold upon recommendation of the Superintendent of Schools and the approval of the Board of Education. Such sales need not be on a bid basis. However, such property shall be sold for the highest possible price. Proceeds of such sales will be deposited in the appropriate general fund account and will not be considered as belonging to any particular school.

Prior to reassigning, storing, discarding, or selling any equipment or supplies (including computer hardware and software), the School 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 School District shall note that the District data or information has not been permanently and completely removed. The School 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 School 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.

The School District may not sell School District-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid. At a public sale, the general public, as well as staff members who are not Board of Education members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials.

The Board of Education shall obtain the best price possible for goods sold under this policy. All School District records relative to property disposal will be retained in accordance with the State Department of Education retention schedule. Any surplus items that remain unsold may be sold for scrap for the best obtainable amount, donated, or discarded in the safest, least expensive manner.

Cross-ref: 3120 Fiscal Accounting and Reporting
 3301 Purchasing

Ref: General Municipal Law §§51; 800 et seq.
 Ross v. Wilson, 308 NY 605 (1955)

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY-FOUR

**DISPOSAL OF BROKEN/SURPLUS/OBSOLETE
DISTRICT PROPERTY**

POLICY 3260

Matter of Baker, 14 EDR 5 (1974)
Op. St. Compt. 58-120

Adoption Date: November 28, 2018

Revised: April 20, 2021

Revised: June 5, 2024