



Title: **Disposal of District Property Procedure**

Code: DN R

Section: Section D: Fiscal

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### **Property**

Building/department administrators may determine that District property is obsolete, surplus, or unnecessary and forward a listing of such items to the Warehouse. The Warehouse under direction of the Director for Contracting and Purchasing shall determine if the property (non-real estate) is obsolete, surplus, no longer necessary/useful, or if the property may be useful elsewhere in the District.

Property that may be useful in the District will be held and disbursed by the Warehouse to schools and departments as requested. Any items that have not been disbursed within the District may be sold online via public auction.

Items remaining unsold after public auction may be declared non-salvageable and disposed of by the Warehouse.

If the District determines that the property is obsolete and of no present or future value to any District location, the property may be donated, destroyed, or thrown away.

### **Textbooks and supplementary instructional materials**

Textbooks and supplementary materials that are the property of the District may be disposed of in accordance with the following procedures, provided such books or materials are damaged beyond repair, are no longer on the approved textbook list, are obsolete, or are no longer in use in the instructional program.

Books may be disposed of under the supervision of the Director for Contracting and Purchasing and Warehouse staff. Before books are discarded, usefulness in other buildings will be determined.

### **Books may be discarded under the following conditions:**

Such books are to be picked up at a storage area and are to be removed from the storage area without liability to Academy District 20.

Any books remaining in storage for a period of 30 days or more shall be sold for scrap paper or destroyed.

**Adopted/Approved:** January 9, 1997

**Reviewed:** August 2, 2001

**Revised:** September 2006

July 1, 2018

July 1, 2021

October 10, 2025

Adopted: **January 09, 1997**

Last Revised: **October 10, 2025**

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Attachments

[DN R-Disposal of District Property Procedure.pdf](#)