



3265 A

Procedures for Disposition of Materials

Regulation 3265A

Original Adoption: 08/13/1985

Effective Date: 03/28/2012

Revision Dates: 10/30/1990, 03/27/2012

I. PURPOSE

Materials for schools and district departments purchased with public funds must be disposed of in a fiscally sound manner to preserve the use of those public funds for their intended purpose. Equipment, books, and supplies may be created obsolete or excess by adoption of replacement curriculum, advances in technology, reduction in the workforce, or reductions in the number of classrooms supported. The purpose of this regulation is to give directions for the disposition of these materials under certain circumstances.

II. DISPOSITION OF EXCESS MATERIALS

A. **Currently Adopted Curricular materials.** Books and other curricular materials that are included in the adopted curriculum shall be disposed of as follows:

1. The district Teaching and Learning staff, a school Principal, or principal's designee, at any school or school program may determine whether or not the school or program is in possession of learning materials in excess of those needed to serve the students assigned to the school or program.
2. The Principal or principal's designee shall notify the appropriate staff in the academic office of the excess learning materials.
3. The academic office staff shall determine whether any other district governed school has a need for such materials.
4. If a need for the excess materials exists at another district governed school, the Principal or principal's designee shall create a transfer file of the records of such materials, and cause the materials to be boxed or crated and appropriately labeled. The academic office staff shall arrange to have the material transported to the school with the need, and direct the transfer of records for the material to the receiving school or program.
5. If a need for the excess materials does not exist at another district governed school, the academic office staff shall determine whether or not the material may be disposed of following district policy, and where the excess materials shall be stored, pending reassignment or disposal.

B. **Supplemental Curricular Materials and Curriculum support materials.** Books and other curricular materials that have been approved as supplements to the adopted curriculum, or that were purchased to support the curriculum to students receiving special education, English language instruction, or academic support shall be disposed of in the same manner as materials in ¶ II. A.



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- C. **Useable materials, equipment and supplies.** Non-curricular materials, supplies and equipment shall be disposed of as follows:
1. The Principal, or principal's designee, or District Department head shall determine whether materials, supplies or equipment are in excess of those required to meet the school or department's needs. Excess materials and supplies may be offered to other district governed schools or departments for trade, by gift or through a transfer of funds.
 2. Excess equipment shall be assessed by the Plant Operations or Information Technology Services Departments, or Academic office as appropriate, to determine whether the equipment should be transferred to another school or department, or disposed of, following district policy.

III. DISPOSITION OF OBSOLETE MATERIALS, EQUIPMENT OR SUPPLIES

- A. **Curricular Materials, Equipment or Supplies** Books and other curricular support materials whether centrally or school sited that are determined to be obsolete by the Academic Office shall be handled as follows by the site.
1. Books and other materials that have been catalogued shall be removed from the catalogue.
 2. Books and other materials may be stamped "obsolete".
 3. An inventory of all books and materials shall be made and sent to the lead staff in the academic office.
 4. Books and materials shall be boxed at the site. Boxes should contain as few titles as possible, and similar materials should be boxed together.
 5. An inventory of box contents shall be attached to the exterior of the box.
 6. The lead staff in the academic office shall offer the books and materials for sale according to the limits of district policy. Failing a sale to another school, the books and materials may be offered for sale by a request for proposal.
 7. Obsolete books and other curricular materials not sold through the public process may be offered for sale to the school community where they are found upon public notice in the school's newsletter, local newspaper, or the school's webpage with the following notice:
"Books and other district materials that are declared obsolete may be offered for public sale under Minnesota Law and District policy. X school will hold a sale of materials on X date."
 8. Receipts from any sale at the site must be deposited with the Finance Department for addition to the district general fund.
 9. Obsolete books and materials not disposed of by sale may be donated to any non-profit organization.
- B. **Non-Curricular Materials, Equipment or Supplies** Non-curricular materials, equipment or supplies that are declared obsolete by Plant Operations or Information



Technology Services Department shall be inventoried and be handled as follows by the site and central offices:

1. The inventory shall be sent to Plant Operations or Information Services, as appropriate. The site shall store the materials securely until they are picked up.
2. Plant Operations or Information Services staff, as appropriate, will make arrangements for obsolete materials to be offered for public sale. Such sale may be through advertisement on the State Obsolete Materials sale site. Those departments may also choose to amalgamate obsolete materials from several sites for a centrally sited sale. In this case the appropriate department shall arrange for the materials to be picked up and stored for the physical sale.
3. If the materials fail to sell through the public sale process, the materials may be donated to any non-profit organization. Arrangements for such donations shall be made by Plant Operations.

Legal References:

Minn. Stat. §15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. §16C.23 (Surplus Property Acquisition, Distribution, and Disposal)
Minn. Stat. §123B.52 (Contracts)
Minn. Stat. §471.345 (Uniform Municipal Contracting Law)

Cross References:

MPS Policy 3310 (Business Partner Diversity)
MPS Policy 3312 (Bidding Procedures)
MPS Policy 3313 (Vendor Relations)
MPS Policy 3323 (Evaluation of Bids and Requests for Proposals)
MPS Policy 3400 (System of Accounts)
MPS Policy 3405 (Classification of Accounts)
MPS Policy 3440 (Inventories)
MPS Policy 3445 (Property and Equipment)
MPS Policy 6010 (Autonomous Schools)
MPS Policy 6411 (Learning Materials and Resources)

MPS Regulation 6411 B (Review Committee and Procedures)