



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 6161.3  
Page 1 of 2

## Instruction

### Disposal of Obsolete Instructional Materials

#### 1. Purpose and Scope

Procedure for disposal of obsolete instructional materials.

#### 2. Regulation

- A. The local school shall determine which instructional materials are obsolete.
- B. All other schools in the district through the assistant principals/curriculum shall be notified of the availability of these instructional materials and be given the opportunity to screen the materials for possible use.
- C. The school which requests the transfer of these declared obsolete instructional materials shall examine the materials for parts usable and remove those usable parts as deemed necessary.
- D. If the declared obsolete instructional materials have not been claimed by another school, then the local school shall stamp the obsolete material above or beside the district property stamp:

Obsolete Material  
Formerly the Property of

- E. After the materials are stamped as obsolete, the following prioritized steps shall be instituted:
  - (1) Donation to students and adults in the local school community for the purpose of increasing general literacy.
  - (2) Donation to elementary districts that are a part of the district.
  - (3) Donation to a nonprofit agency within the district.
  - (4) Donation to a nonprofit agency outside of the district.

Disposal of Obsolete Instructional Materials (continued)

(All of the procedures, (1) through (4), shall be handled by the local schools.)

- (5) Sale to persons and agencies which agree to use the materials solely for educational purposes.
- (6) Funds collected from the sale of any obsolete instructional materials shall be sent to the district accounting office.
- (7) Destruction by the most economic means.

(Any of the procedures (5) through (7) shall be handled by the district.)