



DISPOSITION OF NON-REALTY ASSETS

POLICY #: E-2

AUTHORITY: 99-058/11-184

POLICY STATEMENT

For the purpose of administrative procedures, assets will be classified into four categories as follows: Information Technology, furniture and equipment, educational supplies, vehicles.

The need for disposal of assets arises when there exists a surplus of assets or when the assets are considered to be obsolete.

An asset may be considered as surplus if the following condition applies:

- the asset is in good working condition or in good state and may still serve a purpose in the educational or administrative process or another school or department of the school board.

An asset may be considered obsolete if any one of the following conditions apply:

- the asset is no longer in good working condition or in good state and the costs of repairing the asset is unfeasible;
- the asset is unsafe;
- the asset, in whole or in part, can no longer serve a purpose in the educational or administrative process of another school or department of the school board.

All proceeds from the disposal of obsolete assets shall be allocated to the general revenue fund of the Board.

POLICY REGULATIONS

1. Information Technology:

Information Technology includes educational and administrative workstations, servers, printers, inside wire, wireless access points, and any other Information Technology components.

The disposal of Information Technology is to be carried out in the following manner:

- 1.1 Information Technology components will be forwarded to the Manager of Information Technology who will determine if any of the listed Information Technology and equipment, in whole or in part may be feasibly salvaged for educational or administrative use in another school or department of the Board.
- 1.2 When disposing of workstations or servers, all data stored on the hard drives shall be erased by a qualified technician in order to protect confidential and private information in compliance with the Freedom of Information and Protection of Privacy Act and thereafter the workstation and servers shall be labeled "Ready for Disposal".
- 1.3 A list of surplus and/or obsolete Information Technology shall be prepared by the school principal or site supervisor and will be forwarded to the Manager of Information Technology. The Information Technology Department will also prepare surplus /or obsolete inventory lists based on the asset management procedures currently in place. The Information Technology Manager will make the determination on what Information Technology is obsolete based on industry standards and our existing infrastructure requirements.
- 1.4 The list(s) shall then be forwarded to the Director of Education where the necessary steps shall be taken to offer and or transfer the surplus computer hardware to the school(s) or department(s) in need. Obsolete Information Technology will not be offered to other schools of the Board.
- 1.5 If after a reasonable time period, as determined by the Director of Education, no school(s) or department(s) has indicated a need for this surplus Information Technology, they will be deemed to be obsolete.
- 1.6 The obsolete Information Technology shall be appropriately stored and disposed in one of the following manners:
 - 1.6.1 All obsolete Information Technology which have monetary value will be offered for sale to the general public in a manner ant through media as determined appropriate by the Director. Employees of the Board shall not be given preferential treatment. Any obsolete Information Technology that is considered 'End of Life' by the Manager of Information Technology will be disposed of through existing recycling programs or waste disposal sites / services.
 - 1.6.2 as a trade-in value; or
 - 1.6.3 sell the obsolete Information Technology to a recycling company and/or to a used computer retailer at the best possible prices; or
 - 1.6.4 donate where appropriate; or

1.6.5 lastly, send to an appropriate municipal disposal site.

1.7 All unwanted educational Information Technology and supplies which remain will be sent to the appropriate municipal disposal site.

2. Furniture and Equipment:

Furniture and equipment includes desks, tables, chairs, filing cabinets, shelving, shop equipment and tools, maintenance equipment, audio-visual equipment, photocopiers, communications equipment, and other general furniture and equipment used in the educational and administrative process.

The disposal of furniture and equipment is to be carried out in the following manner:

- 2.1 A list of surplus and/or obsolete furniture and equipment shall be prepared by the school principal or site supervisor.
- 2.2 The list(s) shall then be forwarded to:
 - 2.2.1 the Director of Education for review and disposition; and to
 - 2.2.2 the Manager of Plant who will determine if any of the listed furniture and equipment, in whole or in part, may be feasibly salvaged for educational or administrative use in another school or department of the Board.
- 2.3 Once the list has been revised by the Director, no school(s) or department(s) have indicated a need for the surplus furniture and equipment, they will be deemed to be obsolete.
- 2.4 The obsolete furniture and equipment shall be appropriately stored and disposed in the following manner:
 - 2.4.1 All obsolete furniture and equipment which have monetary value will be offered for sale to the general public in a manner and through media as determined appropriate by the Director. Employees of the Board shall not be given preferential treatment.
 - 2.4.2 All remaining obsolete furniture and equipment which could not be sold may be donated to local charitable or non-profit organizations subject to the approval of the Director of Education.
 - 2.4.3 The remaining obsolete furniture and equipment will be sent to an appropriate municipal disposal site

3. Educational Supplies:

Educational supplies include textbooks, library books, educational audio-visual and video cassettes, computer software, and other general supplies.

The disposal of obsolete supplies is to be carried out in the following manner:

- 3.1 Since most computer software applications are protected by copyright laws, a request to dispose of obsolete computer software applications will be forwarded by the School Principal or the Department Manager to the Director of Education. Once approved by the Director, the obsolete software applications will be destroyed.
- 3.2 Obsolete textbooks, library books and cassettes are to be labeled "obsolete" and may be distributed to interested pupils or to interested charitable and non-profit organizations or agencies.
- 3.3 All unwanted obsolete educational supplies which remain will be sent to the appropriate municipal disposal site.
- 3.4 Obsolete software and media will be destroyed by a qualified technician and then it will be sent to the appropriate municipal disposal site.

4. Vehicles:

All obsolete vehicles, which have a salvage value, will be advertized for sale by tender in an appropriate local newspaper. The vehicles will be sold on an "as is/where is" basis.

Obsolete vehicles which do not have a salvage value will be sent to an appropriate automobile wrecking site.