

DISPOSAL OF SURPLUS SCHOOL PROPERTY

Certain school-owned equipment, furniture, and other personal property may be declared surplus by the Southwest Technology Center Board of Education and disposed of by public sale or discarded if determined to be of no value.

Computers declared as surplus property may contain such information as social security numbers, staff/student identification numbers, credit card numbers, bank account numbers, passwords, medical records, photographs, addresses, telephone numbers, student records, and other information that should not be released to the public. The district has an obligation to ensure that all school information has been deleted from surplus computers' files **and** hardware. Specialized software will be used to ensure the complete deletion of information from surplus computers prior to their sale or disposal.

Partner school districts will be given an opportunity to take any needed surplus personal property. Remaining surplus personal property that has a saleable value shall be sold by sealed bids. As the Oklahoma Constitution clearly prohibits gifts with public funds, the school district must receive reasonable compensation in exchange for any surplus personal property.

REFERENCE: 70 O.S. §5-117(A)(11)
Oklahoma Constitution, Article 10, Section 15
Board Minutes dated April 11, 2002

CROSS-REFERENCE: Policy CIA, Disposal of Real Property