



School Properties Disposal Procedure

Whenever school division properties are identified as surplus, the Superintendent/CEO or designate shall determine whether the material involved has saleable value, and if such is the case, shall arrange for the sale of the material. If the material is not deemed to have saleable value, the Superintendent/CEO shall determine the proper method of disposal of the materials.

In all instances records of disposal shall be maintained, whether the disposal occurs at a school, office or in the central storage facility.