

DISPOSAL OF SURPLUS SCHOOL PROPERTY

Certain school-owned equipment, furniture, and other personal property may be declared surplus by the Perry Board of Education and disposed of by public sale or discarded if determined to be of no value or obsolete. A plan to dispose of surplus property will be presented to the board of education at the time of the request to declare the property as surplus.

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 shall ensure the complete deletion of information from surplus computers prior to their sale or disposal.

Surplus personal property that has a saleable value shall be sold by public auction, sealed bids, or other means of reaching potential buyers, such as online marketplaces. 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**

CROSS-REFERENCE: Policy CIA, Disposal of Real Property