

HOPKINTON PUBLIC SCHOOLS

Disposal of Surplus Property

The Superintendent has the authority to declare district property obsolete and/or surplus if it is no longer needed in the district. Property may include but is not limited to furnishings, electronic equipment, facilities or grounds equipment, athletic equipment, science lab equipment, textbooks, kitchen, technology education, art equipment; telephones, and cell phones.

The Superintendent or his/her designee shall establish, and update as needed, procedures consistent with M.G.L. c. 30b §15 to declare district property obsolete or surplus, and how the sale, trade, or disposal of such property will be carried out with waste disposal being the last resort.

The procedures shall also include but not be limited to:

- Guidelines for the disposal of equipment that may contain harmful substances,
- Provisions for erasing the memory of electronic equipment including but not limited to copiers, cell phones, and computers, all programs or memory,
- Rank order preference for disposal (e.g., offer to town, public sale, sell to vendor).

First Reading	September 15, 2011
Second Reading	-
Third Reading	-
Adopted	September 15, 2011
Policy Amended	
Legal References	M.G.L. 30b §15
Policy Cross Reference	
Procedure Reference	