

# ADMINISTRATIVE REGULATION

No. 203

Board of Trustees  
Douglas County School District

PROGRAM

## DISPOSAL OF DISCONTINUED INSTRUCTIONAL MATERIAL

Non-consumable instructional supplies become surplus to the District for a variety of reasons, including the following:

1. Obsolete – to be replaced by updated material
2. Expiration of adoption period
3. Torn, soiled or defaced
4. Needed, but damaged to the extent that the item is not economically repairable.

Site administrators, in cooperation with the Assistant Superintendent of Education Services, are responsible for directing the disposal of instructional materials classified as no longer needed by the District.

The Douglas County School District, in accord with Attorney General Opinion No. 106, December 7, 1972, will make available to nonprofit organizations or to individual students within Douglas County text materials that are excess to the District's needs. Books disposed of in this manner will contain an appropriate inscription indicating that the book is no longer needed in the Douglas County School District but does have some useful life. It is the responsibility of the building principal to see that each textbook disposed of in this manner has affixed to it the proper inscription.

All such disposal will be cleared with the Assistant Superintendent of Education Services to confirm that the text is no longer to be used for the instructional program.

[See Policy related to this Administrative Regulation](#)

Reference: Attorney General Opinion No. 106  
December 7, 1972

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