

Disposal of Obsolete Instructional Materials

This section provides procedures schools must follow to properly dispose of instructional materials that are out of adoption and have become obsolete.

With every adoption of new materials, a briefing will be posted informing school site administrators of the core subject areas for which materials have been replaced. The briefing will include a list of instructional materials titles and FSBD numbers that have become obsolete. Materials may not be discarded until the briefing is posted.

Obsolete instructional materials may be disposed of as follows:

1. Offered to teachers to cut up or otherwise use as resource materials;
2. Given free to Monroe County Public School students;
3. Offered to private and parochial schools in Monroe County;
4. Made available to any governmental agency, charitable organization or any individual;
5. Sold to used textbook vendors, recycling plants, pulp mills or other persons or firms, through the coordinator.
6. Removed through yearly Surplus Textbook Pickup coordinated by the department of Instructional Materials.
 - Materials must be placed in a location near an exit for easy disposal.
 - The form attached should be completed and returned prior to the scheduled pick up.
 - A designee from the school will be responsible to meet the surplus driver and direct to the materials for surplus.

REQUEST FOR PICK-UP OF OBSOLETE INSTRUCTIONAL MATERIALS

_____ **Date**

TO: Instructional Materials
kristen.condella@keysschools.com

FROM: _____ *(Person's Name and Title)*

_____ *(School Name and Work Location)*

SUBJECT: REQUEST FOR PICKUP OF OBSOLETE INSTRUCTIONAL MATERIALS

We have a total of _____ pallets (15 boxes per pallet) of unwanted or obsolete Instructional Materials.

These boxes are located in _____.

We need to have these boxes picked up and disposed of.

Please contact _____ at _____

or via e-mail at _____ if you have any questions

or need additional information.

Thank you