

## DISPOSAL OF INSTRUCTIONAL MATERIALS

Any instructional materials, including library and text materials and technology, which have been determined by the Associate Superintendent for Educational Services or designee to be obsolete and unusable, should be recycled or offered to students or to other agencies for further use. Prior to disposal, Media Tech personnel will work to determine resale potential.

All used consumable workbooks provided by the District should be kept in the building at the end of the year and discarded according to procedures developed for that purpose.

Legal Ref.: Iowa Code §§ 279.8; 280.3, .14; 301 (2013).

Cross Ref.: 603.6 Selection of Instructional Materials

ADOPTED: 1/84  
2/11/91  
1/22/96  
4/9/01  
10/26/09

Reviewed: 12/95, 3/2/01, 12/2/04, 10/1/09, 11/6/14