

**DETERMINATION OF AND DISPOSAL OF SURPLUS, OBSOLETE, OR UNUSABLE INSTRUCTIONAL MATERIALS**

- I. Determination of and disposal of surplus or obsolete instructional materials usable for educational purposes:
  - A. The appropriate curriculum committee shall report to the Education and Assessment Services Division any instructional materials which the committee recommends to be declared surplus or obsolete. Obsolescence shall be determined when instructional materials:
    1. have been in adoption for more than six years;
    2. contain subject matter which is significantly outdated;
    3. are no longer available for purchase;
    4. contain subject matter which does not meet content requirements as specified by the Education Code; or
    5. do not meet criteria as specified by District Regulations 6711.1, 6711.11, and
  - B. The Assistant Superintendent, Education and Assessment Services or Director, Educational Services, shall review the recommendation and if in concurrence shall report all educationally usable surplus or obsolete instructional materials to the Superintendent and to the Board of Trustees with a recommendation for disposal in accordance with District Policy 3842.2.
- II. Determination of and disposal of unusable instructional materials:
  - A. The principal or designee shall report to the Education and Assessment Services Division any instructional materials to be declared unusable for educational purposes and any instructional materials which are usable but cannot be distributed pursuant to Education Code Sections 60420 and 60510. Instructional materials shall be determined to be unusable for educational purposes when they are:
    1. so mutilated that the continuity of subject matter is disrupted to the degree that essential content is missing.
    2. so defaced or soiled that such condition makes it undesirable for further educational use.
  - B. The Assistant Superintendent, Education and Assessment Services, or Director, Educational Services, shall review the report and, if in concurrence, shall report all such instructional materials to the Superintendent and to the Board of Trustees with a recommendation for disposal in accordance with District Policy 3842.2

Reference: Education Code Sections 39512, 39520, 39529; California Administrative Code, Title V, Sections 9520, 9524

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