



NON-INSTRUCTIONAL SERVICES: Fees, Gifts and Property Disposition

Disposal of Surplus or Excess Property

I. Policy Statement

The Board of Education of Baltimore County (Board) will make every effort to use property efficiently and cost-effectively until the property becomes unserviceable, unreparable, outdated or unsafe. This policy does not apply to real property.

II. Standards

- A. When property of the Board is determined to be of no use to Baltimore County Public Schools (BCPS) due to its obsolescence or condition, or is discontinued at its current location, the property will be disposed of in accordance with established procedures.
- B. Property deemed surplus must meet at least one of the following criteria:
 - 1. It has been condemned or is unsafe;
 - 2. It is damaged or worn beyond repair that is economically feasible;
 - 3. It is considered outdated or obsolete; or
 - 4. It must be removed from service in accordance with state regulations.
- C. Textbooks and other materials of instruction are considered Board property and will be governed by this policy.
- D. The disposal of leased or licensed items will be exempt from this policy and will comply with the specific terms of the lease or license agreement.
- E. Proceeds realized from any means of disposal are to be deposited in an account designated by the Department of Fiscal Services.
- F. All property declared surplus or excess under this policy, including salvage and scrap property, remains the property of the Board. The removal of these items for personal use is strictly prohibited and may result in disciplinary action, up to and including termination.

III. Implementation

The Board directs the Superintendent to implement this policy.

Related Policies: Board of Education Policy 3620, *Inventories*
Board of Education Policy 4100, *Employee Responsibilities and Conduct*
Board of Education Policy 8410, *Reporting Fraud, Waste, Abuse, or Unlawful Acts*

Policy	Board of Education of Baltimore County
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