



Northeastern Catholic District School Board

DISPOSITION OF SURPLUS OR OBSOLETE ASSETS

Administrative Procedure Number: APB002

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to the use of current resources, materials, and properties that support the needs of students, staff, and the effective operations of schools. When assets are no longer required, the NCDSB is committed to sell or dispose of those assets in a transparent, fair, and environmentally appropriate manner.

REFERENCES

Regulation 444/98 Disposition of Surplus Realty Property

NCDSB Policy

B-2 Disposition of Surplus or Obsolete Assets

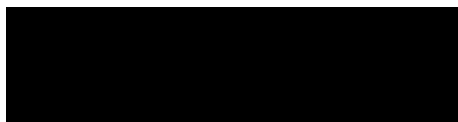
DEFINITIONS

For the purpose of this administrative procedure, assets will be classified into four categories as follows: Information Technology, Furniture and Equipment, Educational Supplies, Vehicles.

Information Technology: includes education and administrative workstations, servers, printers, inside wire, wireless access points, and any other information technology components.

Furniture and Equipment: includes desks, tables, chairs, filing cabinets, shelving, shop equipment and tools, maintenance equipment, audio-visual equipment, photocopies, communications (uc -0.005 Tw 12 t)nso

1.2 The Board, under other dispositions, requires a passed resolution under clause 194.3 of the
, that the Board does not require the property for the purpo (he)13 ()x 53 (qui)4 (r)14



the pertinent organizations described above; an no expression of interest was received by the Board from an organization within the one hundred eighty (180) day waiting period.

- 1.10 If the Board issues a proposal but does not sell, lease or otherwise dispose of the real property in accordance with the terms set out in the proposal within three years of the expiry of the 180-day period, the Board shall not sell, lease or otherwise dispose of the property unless the Board issues another proposal.

2.0 MATERIAL ASSETS

2.1 Identification of Surplus or Obsolete Assets

- 2.1.2 An asset may be considered as surplus if the following condition applies:
- i) the asset is in good working condition or in good state and may still serve a purpose in the educational or administrative process of another school or department of the Board.
- 2.1.2 An asset may be considered obsolete if any one of the following conditions apply:
- i) the asset is no longer in good working condition or in good state
 - ii) the cost to repair the asset is not feasible;
 - iii) the asset is unsafe;
 - iv) the asset, in whole or in part, can no longer serve a purpose in the educational or administrative process of another school or department of the Board.

2.2 Information Technology

- 2.2.1 Information Technology materials will be forwarded to the Manager of Information and Communication Technology (ICT) who will determine if any of the listed materials or equipment, in whole or in part, may be feasibly salvaged for educational or administrative use in another school or department of the Board.
- 2.2.2 When disposing of workstations or servers, all data stored on the hard drives shall be erased by a qualified technician in order to protect confidential and private information in compliance with the
and thereafter the workstation and servers shall be labeled "Ready for Disposal".
- 2.2.3 A list of surplus and/or obsolete information technology shall be prepared by the school principal or site supervisor and will be forwarded to the Manager of Information and Communication Technology (ICT). The information technology department will also prepare surplus and/or obsolete inventory lists based on the asset management procedures in place. The Manager of ICT will make the determination on what information technology is obsolete based on industry standards and the existing infrastructure requirements.
- 2.2.4 The list(s) shall then be forwarded to the Director of Education where the necessary steps shall be taken to offer and/or transfer the surplus computer

hardware to the school(s) or department(s) in need. Obsolete information technology will not be offered to other schools of the Board.

- 2.2.5 If after a reasonable time period, as determined by the Director of Education, no school(s) or department(s) has indicated a need for the surplus information technology, it will then be deemed to be obsolete.
- 2.2.6 The obsolete information technology shall be appropriately stored and disposed in one of the following manners:
- i) All obsolete information which have monetary value will be offered for sale to the general public in a manner determined appropriate by the Director of Education. Employees of the Board shall not be given preferential treatment;
 - ii) Any obsolete information technology that is considered “end of life” by the Manager of ICT will be disposed of through existing recycling programs or waste disposal sites/services;
 - iii) Use as a trade-in;
 - iv) Sell the obsolete information technology to a recycling company and/or to a used computer retailer at the best possible prices; or
 - v) Donate where appropriate.

2.3.6 All remaining obsolete furniture and equipment which could not be sold may be donated to local charitable or non-profit organizations subject to the approval of the Director of Education.

2.3.7

