

ABINGTON SCHOOL DISTRICT
ABINGTON, PENNSYLVANIA

SUPERINTENDENT'S
ADMINISTRATIVE PROCEDURE

REGARDING: **Obsolete Equipment
Disposal Procedures**

Section: **Technology**

Effective Date: September 2000

Reissued: 11/07, 8/26/08, 9/18/15,
6/13/17, 10/16/19,
8/28/20, 8/25/22, 1/23/24,
8/16/24

See Also: Related Board Policy

Obsolescence Definition and Determination Procedure

- Technology hardware will be considered obsolete when it no longer effectively meets the educational or operational requirements of the District, when it cannot accommodate current software applications and functions, or when it is no longer cost effective to maintain.
- Equipment will be reviewed on an annual basis by the Director of Information Technology to determine whether it should be replaced. If it is deemed functionally obsolete, the Director of Information Technology will submit a request for replacement in the next year's budget.
- In the case of existing older equipment that is no longer needed in a particular school or administrative office, the principal or supervisor will contact the Director of Information Technology, who will make a determination whether such equipment is of value elsewhere in the District or is functionally obsolete. No equipment is to be disposed of directly by schools or administrative offices without prior approval of the Director of Information Technology.

Removal and Disposal Procedure for Obsolete Equipment

- After a determination of obsolescence has been made (and if required replacement equipment is budgeted, approved, and installed) obsolete equipment will be removed from the area of use under the direction of the Department of Information Technology.
- Systems containing components needed for maintenance of other equipment will be disassembled for parts.
- Remaining equipment will be removed for disposal or recycled in an environmentally appropriate manner. All personal identifying or confidential information, electronic files or licensed software shall be removed from the equipment before disposal by the Department of Information Technology or by a certified recycling company that provides

a certificate of destruction, to ensure that no data can be recovered from the storage media.

- Donations of obsolete equipment will comply with the Policy and Superintendent's Administrative Procedure entitled "Disposal of Unusable Property."