

# 523 Property Disposal

## Belief

Maskwacis Education Schools Commission believes that property such as furniture, equipment, books and supplies that have become obsolete, worn out, surplus or otherwise lose their value in support of instructional or other programs is permitted.

## Guidelines

1. Disposals and replacements shall be managed by the Director of Facility or designate.
2. The following disposal or transfer priorities shall be followed:
  - 2.1 Transferred to another school or facility;
  - 2.2 Offered for trade-in value or advertised for sale;
  - 2.3 Transferred to a Nation member, youth group or other not-for-profit organization;
  - 2.4 Considered for recycling, in whole or in part; or
  - 2.5 Disposed of at the local landfill.
3. To meet the legal requirements under the *Freedom of Information and Protection of Privacy Act and Personal Information Protection Act*, which requires any computer device, which retains any type of student information or division operational information, rendered incapable of retrieving these records, principals or directors must ensure that all technical equipment is returned to the Technology department to ensure all data and software is erased/destroyed prior to disposal.

## References

MESC Board of Governors Policy; EL-5

Freedom of Information and Protection of Privacy, Part 2, Section 38

Personal Information Protection Act