



## Instructional Materials/Books Disposal Form

Date: \_\_\_\_\_ Document No. \_\_\_\_\_

Item Description including description, condition, tag numbers (if applicable), and quantities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Estimated Value: \$ \_\_\_\_\_ How was value determined: \_\_\_\_\_

2. Are the materials/books still usable for educational purposes? \_\_\_ Yes \_\_\_ No

3. Reason for Disposal (Check all that apply):

1. Contain information rendered inaccurate or incomplete by new discoveries or technologies
2. Have been replaced by more recent versions or editions of the same material and they are of no foreseeable value in other instructional areas
3. Are not aligned with Solano County Office of Education's academic standards or course of study
4. Contain demeaning, stereotyping, or patronizing references to any group of persons protected against discrimination by law or policy
5. Have been inspected and discovered to be damaged beyond use or repair

4. Recommended Method of Disposal:

1. Donate to a governing board, county free library, or other state institution.
2. Donate to a public agency or institution or any territory or possession of the United States, or the government of a country that formerly was a territory or possession of the United States.
3. Donate to nonprofit charitable organization: \_\_\_\_\_
4. Donate to children or adults in the State of California, or foreign countries for the purpose of increasing the general literacy of the people.
5. Sell the materials.
6. If there are no parties interested in taking/purchasing the instructional materials, or if the answer to #2 above is Yes:
  - a) Dispose of property by using appropriate and required disposal methods, making an effort to recycle material.

Requester certifies that the preceding item(s) should be disposed of and approve of the recommended method of disposal.

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Signature of Deputy Superintendent,  
Educational Services & Student Programs

\_\_\_\_\_  
Director, Internal Business Services Signature

\_\_\_\_\_  
Solano County Superintendent Signature