



Administrative Regulation 3270.1

Disposition of Personal Property

Responsible Office: Office of Business & Finance

PURPOSE

The Superintendent has adopted this Administrative Regulation to establish guidelines related to the disposal of personal property owned by Washoe County School District ("District").

DEFINITIONS

1. "Electronic waste" is electronic equipment such as computer devices and copiers that has been discarded, is no longer wanted by the owner or for any other reason enters the waste collection, recovery, treatment, processing or recycling system.
2. "Personal property" is property owned by the District which is movable and is not affixed to or associated with the land. Personal property is generally everything except real property (land and buildings). For purposes of this regulation, the funding source used to acquire the personal property (e.g., donation, grant, etc.) is irrelevant once it has been received and accepted by the District. Upon receipt and acceptance, it is District property.

REGULATION

1. Disposal or donations of personal property shall be made, in accordance with NRS 332.185, Disposal of Personal Property of Local Government, and NRS 386.4157, Removal of data stored on electronic waste before disposal.
2. After personal property has been declared obsolete or surplus, it shall be placed in a central location for inspection by those who may be interested in purchasing it. Surplus and obsolete personal property may be sold using an online or in person public auction.
3. A notice of sale shall be prepared and posted in conspicuous locations within the school district.
 - a. Places for posting such notice of sale may include the Reno City Hall, Sparks City Hall, the Reno Branch of the Washoe County Library, the Sparks Branch of the Washoe County Library, Washoe County Court House, Washoe County Administration Building, and the Washoe County School District Administration Building.
4. Alternatively, the District can choose to donate obsolete or surplus property to other government agencies or nonprofit organizations.

5. If the District chooses to donate obsolete or surplus property to other school districts in Nevada or to charter schools within Washoe County, it can do so without the need to advertise or go to auction.
6. If the value of surplus property is less than \$100,000 and it is being donated, the Superintendent or Chief Financial Officer may approve such donation. If the value is over \$100,000, the Board of Trustees must approve the donation in a public meeting.

Before disposing of electronic waste, the District shall ensure that any data stored on the electronic waste is permanently removed, either through a vendor which will certify this has been done, or by District employees.

LEGAL REFERENCES & ASSOCIATED DOCUMENTS

1. This regulation reflects the goals of the District's Strategic Plan 2023-2026.
2. This regulation aligns with Board Policy 3265, Equipment and Property.

REGULATION HISTORY

Date	Revision	Modification
10-24-1967	1.0	Adopted
12-09-1975	2.0	Revised
2-08-1977	3.0	Revised
6-15-1984	4.0	Revised
5-12-1992	5.0	Revised
11-11-1997	6.0	Revised
06/06/2024	7.0	Revised to explicitly allow the donation of surplus property to other government agencies and non-profit organizations and clarifies the requirements for electronic waste (e-waste).