



LOCAL DISTRICT UPDATE

P.O. Box 400, Austin, Texas 78767-0400

TO: Mrs. Ana M. Dragoo
Southwest Texas Junior College

FROM: Kristin McGuire
Policy Consultant

Enclosed is Local District Update #2011.02.

Because of the nature of the changes, the material was not submitted to TASB Legal Services for legal review.

Policy Service reviews all Local District Updates for clarity and consistency with policy style.

We have changed our records of your local policy manual as follows:

CODE	ACTION
CIB(LOCAL)	Added

Maintaining manuals: Each (LOCAL) policy should be stamped with the ADOPTION DATE and incorporated into the official copy of the manual. Disseminate copies of this Local District Update to be filed in any other copies of the policy manual as well.

For the record: Board action on (LOCAL) policies must be reflected in your historical records of the policy manual. The historical file of replaced and deleted (LOCAL) policies would be essential for research in the event of litigation regarding policy.

Billing: An invoice for this Local District Update will be mailed within the next 30 days.

If you have any questions about this Local District Update or any other policy issues, please call me at 800-580-7529.

EQUIPMENT AND SUPPLIES MANAGEMENT
DISPOSAL OF PROPERTY

CIB
(LOCAL)

DISPOSAL OF
EQUIPMENT AND
PROPERTY

Property or equipment no longer in use by the College District that is considered surplus, scrap, or outdated, including abandoned or unclaimed personal property, may be disposed of by any of the following methods:

1. Placing the items up for auction;
2. Conducting a sale on the College District campus with predetermined prices;
3. Transferring the property to another local government; or
4. Selling the items to a recycling center.

The College President or designee shall determine the appropriate method for the disposal of property or equipment considered surplus, scrap, or outdated.

The disposition of real property shall require Board action.