



## **DISCARDING OUT OF ADOPTION TEXTBOOKS PROCEDURE (TXB-P004)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This procedure outlines the process for discarding out of adoption books.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **2.0 RESPONSIBILITY:**

- 2.1 Schools Textbook Coordinator

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer

### **4.0 DEFINITIONS:**

- 4.1 Textbook Coordinator/Designee: An assistant principal appointed by the principal of each school to coordinate receipt of textbooks and the distribution of textbooks within the school. Other staff may be designated to assist with duties and functions of the textbook coordinator.

### **5.0 PROCEDURE:**

- 5.1 Every textbook adoption expires after six years and those textbooks (unless readopted) are deleted from inventory.
- 5.2 Central Office notifies schools of the scheduling pick-up of out of adoption textbooks and teacher materials by a textbook resale company.
- 5.3 Textbook Coordinator/Designee stacks out of adoption books near a back door for pick-up.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 None.

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
None				

### **8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
2/28/03		Initial Release
3/06/03	A	Rename procedure and responsibility, new 5.1, 5.1 becomes 5.2, remove 5.3 and 5.4, renumber, revise flowchart to reflect changes

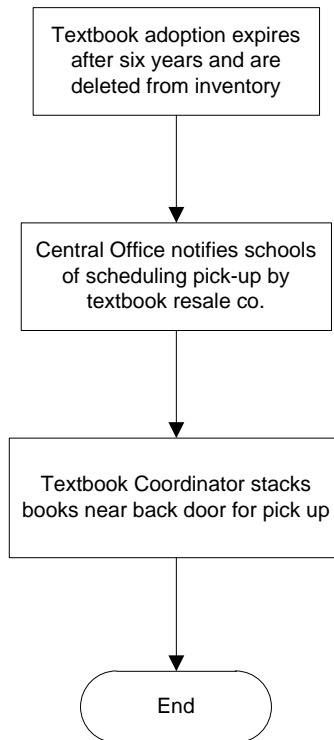
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12/01/05	B	Remove 4.1 and 5.4, add Stores Warehouse to 5.3, write new 5.3.1, 5.3.2, update flowchart
5/08/08	C	Rename procedure, change scope and responsibility, remove reference of boxing books for pick up for warehouse and selling books under sealed bid and add pick up by a textbook resale company and that schools discard the teaching material; update flowchart.
10/9/12	D	5.2 add "teacher materials" and delete 5.3.1 Schools discard out of adoption teaching materials.

### 9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.



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