



Policy & Procedures

Computer Disposal Policy and Procedures

Issued by: Technology Steering Committee

Applies to: All University Employees

Effective date: July 19, 2001 (updated May 10, 2005)

Policy

A department may possess computer equipment that is no longer required for various reasons:

- Exceeded useful lifespan
- No longer utilized
- Obsolescence
- Wear, damage, or deterioration
- Excessive cost of maintenance
- Replaced with newer model

The common factor being that the equipment is considered surplus to the requirements of the department.

Means of Disposal

Transfer/Redistribution

An effort should be made to redistribute the computer equipment to a location within the University that may make use of the equipment. In this case, the computer is put back into service as is or with very minimal modification (e.g. adding a larger hard drive or more memory).

Recycling

Computer equipment can be recycled or disassembled for parts and supplies for reuse of components.

Disposal

If it is determined that computer equipment cannot be reused or recycled, then it should be disposed of in compliance with state and federal laws for environmental responsible disposition and in accordance with University computer disposal procedures. Computers will be considered obsolete when they can no longer provide a "basic level of service" or have exceeded their useful life.

Procedures for Computer Disposal

1. The department with surplus equipment will notify ITS by calling the Helpdesk.
2. ITS will assess the condition of the equipment at the departmental location and determine the means of disposal, as listed above.
3. Based on ITS' assessment of the equipment, the department will
 - coordinate the transfer of equipment with the Inventory Control Officer (x3085).
 - arrange the transfer of the equipment to the University warehouse pending periodic disposal, or
 - is stored and redistributed to another location in the University as necessary.
4. An Inventory Transfer form must be filled out and signed by authorized department personnel prior to disposal or transfer.

Note: All paperwork generated either in-house or by removal contractor must be maintained by the Controller's Office Fixed Assets Group. Copies may be kept by ITS and the originating department for tracking purposes.

Equipment Transfer/Disposal Considerations

With any transfer/disposal of equipment it is vital to:

- Remove all traces of institutional data and licensed software from all data containing devices including but not limited to, hard drives, floppy disks, tape, CD-ROM etc.
- Comply with University asset inventory transfer procedures.