4.6. Disposal of Computer Hardware Policy

4.6.1. Approval and Adoption

4.6.1.1.   Approved by the Chief Information Officer and Executive Vice President and adopted effective 10/15/2002.

4.6.1.2.   Changes made to position title reports are to go to and name of hardware disposition forms. Approved by the Chief Information Officer and Executive Vice President and adopted effective 7/28/2005.

4.6.2. Purpose

4.6.2.1.   To provide an appropriate method for the disposal of obsolete ULV technology assets that minimizes unnecessary campus technology inventory, but ensures appropriate oversight and accountability of disposed assets.

4.6.3. Policy

4.6.3.1.   The Office of Information Technology shall have sole responsibility for selling, cannibalizing, donating, trashing, or otherwise disposing of any ULV computer technology.

4.6.3.2.   Departments shall turn over all obsolete, broken, or unwanted technology items to OIT for disposal.

4.6.4. Procedure

4.6.4.1.   The Office of Information Technology (OIT) will electronically track the physical locations and status of all ULV computer technology.

4.6.4.2.   Departments wishing to dispose of unwanted technology items shall do so by calling in a workorder to OIT and informing the Help Desk of the ULV Tag # and location of the hardware in question.

4.6.4.3.   OIT will provide the Executive Vice President with a "request to dispose of assets" memorandum detailing hardware to be disposed of.

4.6.4.4.   OIT will dispose of items in the following manner, in order of preference:

4.6.4.4.1. <u>Trickle Down</u>: Hardware that has been removed from an office during the annual System Replacement Lifecycle shall be installed elsewhere for low-end use where appropriate.

4.6.4.4.2. <u>Selling</u>: All hardware no longer of use to ULV shall be sold wherever possible. OIT will set a fair market price and ensure the hardware is cleared of all pertinent software and data. ULV inventory tags shall be removed and attached to a "hardware disposal" document, which will be kept on file in OIT. The inventory database will be updated to reflect the sale of the hardware.

4.6.4.4.3. <u>Cannibalizing</u>: Hardware that cannot be sold and can no longer be used in whole, but has useful components, will be cannibalized for those components. ULV inventory tags shall be removed from the shell and attached to a "hardware disposal" document, which will be kept on file in OIT. The inventory database will be updated to reflect the cannibalization of the hardware.

4.6.4.4.4. <u>Donating</u>: Hardware that cannot be sold and has no useful components will be donated where possible. ULV inventory tags shall be removed from the shell and attached to a "hardware disposal" document, which will be kept on file in OIT. The inventory database will be updated to reflect the donation of the hardware.

4.6.4.4.5. <u>Trashing</u>: Hardware that cannot be sold, has no useful components, and is not worth donating, will be trashed. ULV inventory tags shall be removed from the hardware and attached to a "hardware disposal" document, which will be kept on file in OIT. The inventory database will be updated to reflect the trashing of the hardware.