

## **Disposal of Computer Hardware Policy**

### **Purpose**

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

### **Policy**

The Center for Information Technology shall have sole responsibility for selling, cannibalizing, donating, trashing, or otherwise disposing of any B-CU computer technology.

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

### **Procedure**

The Center for Information Technology (CIT) will electronically track the physical locations and status of all B-CU computer technology.

Departments wishing to dispose of unwanted technology items shall do so by calling in or emailing a workorder to CIT and informing the Help Desk of the B-CU Tag # and location of the hardware in question.

CIT will dispose of items in the following manner, in order of preference:

Trickle Down: Hardware that has been removed from an office shall be installed elsewhere for low-end use where appropriate.

Selling: All hardware no longer of use to B-CU shall be sold wherever possible. CIT will ensure the hardware is cleared of all pertinent software and data. B-CU inventory tags shall be removed and attached to a “hardware disposal” document, which will be kept on file in CIT. The inventory database will be updated to reflect the removal of the hardware.

Cannibalizing: Hardware that cannot be sold and can no longer be used in whole, but has useful components, will be cannibalized for those components. B-CU inventory tags shall be removed from the shell and attached to a “hardware disposal” document, which will be kept on file in CIT. The inventory database will be updated to reflect the cannibalization of the hardware.

Donating: Hardware that cannot be sold and has no useful components will be donated where possible. B-CU inventory tags shall be removed from the shell and attached to a “hardware disposal” document, which will be kept on file in CIT. The inventory database

will be updated to reflect the donation of the hardware.

Trashing: Hardware that cannot be sold, has no useful components, and is not worth donating, will be trashed. B-CU inventory tags shall be removed from the hardware and attached to a “hardware disposal” document, which will be kept on file in CIT. The inventory database will be updated to reflect the trashing of the hardware.