

The University of Scranton

IT Equipment Disposal Procedure

This document outlines procedures for the disposal of IT equipment at the University of Scranton.

- A. **Statement of Procedure:** This procedure exists to ensure that University-owned IT equipment is disposed of properly and securely at the end of their lifespan/use, minimizing risks including, but not limited to, the unauthorized release of confidential data and/or information, the violation of software license agreements, and unauthorized disclosure of intellectual property that might be stored on desktop machines.
- B. **Areas of Responsibility:** Disposal of University-owned desktop computers and peripheral equipment is handled by the IT Asset Management Administrator. Individual departments are required to contact the TSC when disposal of IT equipment is needed and are not to dispose of such equipment on their own.
- C. **Procedure Details:** The IT-related equipment addressed by this procedure is *defined as any desktop, laptop computer, server, or peripheral device (such as printers), whether or not operable or a complete unit, which was purchased by the University or donated to the University, or purchased with a gift, grant, contract, or general funds or departmental monies.*
 - 1. When a computer is deemed inoperable or unneeded by a department, they must contact the TSC to schedule the removal of the machine and its peripheral equipment.
 - 2. Whenever possible, equipment is reused. If no campus reuse is possible, disposal of equipment will follow environmental friendly practices.
 - 3. If a desktop is identified for reuse, the contents are securely wiped from the hard disk/drive. Following the secure cleaning of the machine, the machine is re-built with standard University software applications and setup for a new employee.
 - 4. If the computer is not identified as viable for reuse, the computer is recycled. The hard drive is removed and all data is destroyed. The computer is then recycled by an asset disposition company and ownership is transferred negating University liability.
- D. **Date of Implementation:** This procedure is effective as of January 1, 2011. This procedure is reviewed annually and will be updated as appropriate.