Title:	Disposal and Reassignment of Information Technology Equipment

Division:	Business and Finance	Department:	Information Technology
Procedure Contact:	Chief Information Officer		
Date Posted:	10/21/2018		
Related Policies or Procedures:			

History

Revision Number:	Change:	Date:
1.0	Initial version	8/17/2018
1.1	Significant procedural changes	10/21/2020

A. Purpose

To establish and define standards for the disposal or reassignment of all university owned or leased information technology equipment. I.

B. Definitions

Information Technology Equipment - Desktop, laptop, tablet or netbook computers, printers, copiers, monitors, servers, handheld devices, telephones, cell phones, disc drives or non-removable storage, network switches, routers, projectors, wireless access points, batteries, backup tapes, etc.

Leased Equipment - Any and all computer equipment assets that are not the sole property of Eastern Washington University; that is, equipment that is rented, leased, or borrowed from a third-party supplier or partner agency.

Disposal - The reassignment, recycling, donating, or throwing out of computer equipment through responsible, ethical, and environmentally sound means.

Reassignment - Assignment of existing equipment to a new employee, position, distribution, or function.

Obsolete - Any and all equipment which no longer meets requisite functionality.

Surplus - Hardware that has been replaced by upgraded equipment or is superfluous to existing requirements.

Beyond Reasonable Repair - Any and all equipment whose condition requires fixing or refurbishing that is likely to cost equal to or more than total replacement.

C. Procedure

Eastern Washington University's surplus or obsolete information technology equipment must be discarded according to all university, local, state, and Federal laws, regulations, and policies. University-owned property that is no longer needed may still have value to the University.

Disposal or reassignment of all information technology equipment is centrally managed by EWU Information Technology (IT). Campus departments are responsible for turning over all information technology equipment to IT whenever they plan to dispose of, re-assign, or relocate such equipment, including equipment relocation within the same department. IT is the exclusive manager of surplus information technology equipment.

IT shall dispose of information technology equipment using any authorized method including trade-in, reassignment, donation, recycling, or refurbishment. Disposal decisions are made in accordance with university, and state purchasing and procurement guidelines and requirements. Information technology equipment designated for disposal will not be transferred, sold, or donated to individuals, including employees.

IT is responsible for determining the fitness of equipment to perform university business and shall designate information technology equipment as obsolete or beyond reasonable repair whenever it can no longer meet expected functions. Items determined to be obsolete may be physically inscribed/etched and/or marked with indelible ink stamps at the discretion of IT staff.

IT and/or the authorized technology disposal vendor is required to remove all institutional data from equipment slated for disposal or reassignment, including leased equipment being returned to lessor.

IT shall select vendors that use approved methods for recycling, refurbishment, and disposal for owned equipment.

Prior to disposal, all information technology equipment will have its data erased through software or physical means. Data will be erased following NIST 800-88 guidelines.

Any proceeds from the disposal of an item remain in IT for operating expenses. IT will also be responsible for any charges associated with disposal of an item.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.

D. Process

1. The department contacts IT to provide an evaluation of information technology equipment items for potential re-use within the department.
2. If an item remains viable for re-use, IT will assist with the reassignment of that equipment to another individual.
3. If an item remains viable for re-use, but the department has no need for its continued use, IT will assist with the transfer of the item(s) to another University department. Information technology equipment may not be reassigned to another department without first being processed through IT and having its data erased.
4. If the item is no longer usable or exceeds the supported age for information technology equipment, IT will arrange for the transfer of the item(s) to its secure facility and process the item for disposal.
5. All data on any information technology equipment will be destroyed prior to final disposition of the device. Removable media, including thumb drives, CDs, DVDs, etc., must be physically destroyed or shredded prior to disposal.

E. Other Information

Eastern Washington University Information Technology is not responsible for any loss of data stored on information technology equipment processed for disposal. Departments and individuals must make copies of any data to be retained before turning over equipment for disposal.