

Policy Title:	Surplus Computer Equipment Disposal Policy
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Governing Body:	Finance and Administration	Policy Number:	FAD.041
Policy Contact:	Chief Information Officer	Date Revised:	6/15/2016
Custodial Office:	Information Technology	Date Approved:	
Approved By:	President/Cabinet	Next Review:	
Related Policy:	SOU Information Security Policy FAD.040		

#### Revision History

Revision Number:	Change:	Date:
1.1	Update to template format	6/19/2013
1.2	Template update, removal of OUS references	6/15/2016

#### A. Purpose

To establish and define standards for the disposal or reassignment of all university owned computer equipment. In addition, leased equipment and computer equipment reassigned within the university must also adhere to the data removal requirements outlined in this policy.

#### B. Definitions

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

Leased Equipment refers to any and all computer equipment assets that are not the sole property of Southern Oregon University; that is, equipment that is rented, leased, or borrowed from a third-party supplier or partner agency.

Disposal refers to the reassignment, recycling, donating, or throwing out of computer equipment through responsible, ethical, and environmentally sound means.

Reassignment means assign to a new employee, position, distribution, or function.

Obsolete refers to any and all equipment which no longer meets requisite functionality.

Surplus refers to hardware that has been replaced by upgraded equipment or is superfluous to existing requirements.

Beyond reasonable repair refers to any and all equipment whose condition requires fixing or refurbishing that is likely to cost equal to or more than total replacement.

### C. Policy Statement

Southern Oregon University's surplus or obsolete computer equipment must be discarded according to all university, local, state, and Federal laws, regulations, and policies.

Disposal and disposal procedures of all computer equipment assets will be centrally managed by the Department of Information Technology. Campus departments are responsible for turning over all computer equipment to Information Technology whenever they plan to dispose of, re-assign, or relocate computer equipment, including equipment relocation within the same department.

The Department of Information Technology shall dispose of computer 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.

The Department of Information Technology is responsible for determining the fitness of equipment to perform university business and shall designate computer equipment as obsolete or beyond reasonable repair whenever it can no longer meet expected functions.

The Department of Information Technology is required to remove all institutional data from equipment slated for disposal or reassignment, including leased equipment being returned to lessor.

The Department of Information Technology shall select vendors that use approved methods for recycling, refurbishment, and disposal for owned equipment.

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

### D. Policy Consultation

Business Services, Tech Council, Business Affairs Council, Provost's Advisory Council, Sustainability Council

### E. Other Information

The Department of Information Technology is not responsible for any loss of data stored on computer equipment processed for disposal. Departments must make copies of any data to be retained before turning over equipment for disposal.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.