Policy Name: Disposition of Computer Hardware Policy

Responsible Department: Information Technology

Approving Body: Policy Committee

Approved Date: Tuesday, December 15, 2014

Purpose:
N/A

Policy:
WNMU shall erase all licensed software (including operating system) and data and any electronic media pertaining to WNMU from computer hardware before disposing of it. WNMU will certify in writing the erasure of the hard drive and submit the certification along with the notification of the proposed disposition of property to the State Auditor at least thirty days prior to physical disposition of the hardware.

WNMU shall prefer to dispose of computer hardware through the means outlined in 13-6-1-D of the New Mexico Statutes Annotated 1978 (e.g., by sale or donation to other public institutions or through sealed bid or public auction). Buyers at public auction will provide written assurance that computer hardware will be disposed of in an environmentally safe manner. Computer hardware that is too unusable or obsolete for disposition by the means outlined in 13-6-1-D of the New Mexico Statutes Annotated 1978 shall be treated as hazardous materials and destroyed or disposed of in an environmentally safe manner.

Procedures:
Computer Disposition Procedures

1. WNMU staff wishing to dispose of computer hardware will fill out an equipment transfer form and will deliver the hardware to a central receiving area in the Old Student Memorial Building.

2. An inventory clerk will receive the equipment.
3. Once a week an IT staff member will review the equipment in the central receiving area and assess the usability of the hardware. *This step requires a workstation, assessment tools, and a telephone in the central receiving area.*

4. If the hardware can be deployed in another department at WNMU, the IT staff member will fill out the equipment transfer form accordingly.

5. If the hardware is unusable or obsolete, the IT staff member will:

   ☐ Erase all electronic media from the hard drive(s) (if applicable)
   ☐ Fill out certification form indicating the hard drive has been erased
   ☐ Notify the accountant in the Business Office that equipment is ready for disposition

6. The IT staff member will return the certification form to the accountant in the Business Office. The accountant will send the original certification form to the State Auditor. A copy of the certification form will be filed in the Business Office files.

7. When the accountant has completed the inventory, Maintenance will be notified to begin the disposal process. *All hardware deemed unusable or obsolete will be transferred ONLY to Maintenance. It may not be used elsewhere on campus without the express written permission of the IT director* (e.g. as parts for the hardware maintenance class).

8. Maintenance will house computer hardware for at least 30 days before disposition.