From time to time departments have the need to dispose of computer equipment primarily because

- They are no longer in working order and repair is not a feasible or available option
- The computer is inadequate to serve the purpose required, usually because it is old and has become under-equipped to function with the upgraded software and increased processing demands.
- The department has found itself with a surplus of computers, possibly due to its replacement policy or strategy

Methods of disposal

1. Where the computer is in working order but inadequate for the designated purpose, it is expected that as far as is practicable the first consideration will be for internal re-assignment. Thus it will be assigned to other departmental functions for which the capacity is appropriate.
2. Secondly, reasonable effort must be made to see if there is any other department that may wish to make use of the equipment. MITS may be called upon to assist in this investigation.
3. Equipment with residual value but which are inadequate for the business of the University may be sold to members of the department or outside bodies, subject to the University’s financial guidelines.
4. Where equipment has little resale value, consideration should be given to donating it to a charitable endeavour.
5. If the equipment cannot be used, it should be scrapped for parts or disposed of in accordance with the University’s policy and procedures for disposal.

All movement of equipment must be recorded in the Asset Register record. The attached form, which is also downloadable from the MITS website, indicates the information to be recorded over the disposal process.

Options for disposal

Recycle or re-deploy

It is left up to the owner department to determine the internal function to which the computer will be re-deployed. To seek MITS’ assistance in re-deploying the computer to another department, the HOD will make the request of the help Desk who will then have the computer collected along with the disposal request form.
Sell or donate

The redeployment option must be explored and rejected for not being worthwhile, before there ought to be a consideration for sale or donation. Before computer equipment can be sold or donated its value must be obtained.

To determine value, a valuation must be requested of the Bursary’s Fixed Assets department or of the Electronics Unit, by the owner department.

Notification of sale may be placed on the MITS website or any other departmental website. The sale transaction is a financial undertaking of the department selling the equipment.

Where equipment is to be donated the HOD (or someone designated to the task) must take full responsibility for delivery arrangements.

Dumping or scrapping

Scrapping is the responsibility of the department which owns the equipment. MITS and /or the Electronics Unit may be called on for assistance.

Dumping of equipment or equipment parts is the responsibility of the Maintenance Department. The owner department will make the disposal request of Maintenance. The Maintenance department will use the services of NSWMA for the purpose.

Procedure for disposal

See diagram below for Steps in the Disposal process.

It is the responsibility of the owner department to see to the disposal procedure. Whereas MITS may be asked to assist in the deployment from one site to another on the Campus, it must be understood that the responsibility lies with the owner department.

Purging the data

An overriding consideration prior to disposal or moving of equipment from one owner to the next, must be to ensure that any university data on the machine and any software licensed to the University is removed. MITS must be informed of the impending move of equipment to allow time for the appropriate data and software cleaning exercise to be carried out. This responsibility must never be delegated to any person outside the University. Merely deleting the visible files or reformattting the disk is not sufficient to clean the storage device as other software tools may simply undelete them. The data to be deleted must be replaced with meaningless data – such as a string of binary zeroes, or random data. Alternatively, one may use software to properly scratch the files.
THE UNIVERSITY OF THE WEST INDIES
MONA CAMPUS

ASSET DISPOSAL FORM – COMPUTER EQUIPMENT

Department:

HOD: ___________________________ (Name) ___________________________ (Signature)

Date:

How Eq. was disposed:

Asset description:

Purchase date:

Vendor / Make:

<table>
<thead>
<tr>
<th>Technical assessment:</th>
<th>Model #</th>
<th>Comment / assessment</th>
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<tbody>
<tr>
<td>Component or Part</td>
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</table>

General Comment:

Valuation information:

Signed by Bursary Officer

Verify that the data storage has been purged ___________________________ (Signed by MITS)

Tick Disposal Method:

☐ Sell  ☐ Donate  ☐ Dispose  ☐ Reuse
Steps in the Disposal process

1. Request (tech.) equipment assessment
2. Request financial valuation
3. Make a determination

Method

1. Prepare invoice
2. Obtain Payment on delivery

- Sell
- Donate
- Deliver to Receiver
- Re-use
- Re-deploy
- Or Scrap

Inform:
1. Bursary Assets

Record Asset Change (Bursary)