



PURCHASE, INVENTORY, REPLACEMENT AND DISPOSAL/SURPLUS OF IT RESOURCES

07.200.05

Authority: CIO

History: Updated January 19, 2021; Updated February 15, 2010; Reformatted June 6, 2005; supersedes policy ITS 2.00; effective September 11, 2002

**Source of
Authority:** UNC System Office Policy Manual, Chapter 1400 "Information Technology"
International Organization for Standardization ISO/IEC 27002

**Responsible
Office:** Information Technology Services

I. Purpose

UNCW is committed to the responsible management of university-owned information technology resources. This policy relates to all such resources regardless of source of funds. Responsible management consists of the purchase, inventory, lifecycle and disposal of all university-owned information technology resources. While this is not a fully comprehensive document covering all aspects of information technology resource management, it is intended to establish responsible management of university-owned information technology resources.

II. Policy

General Statement:

Effective March 1, 1999, the Chancellor charged the Vice Chancellor for Information Technology Systems Division (ITSD) with the development of a campus-wide Lifecycle Computer Replacement Plan. In addition, on July 1, 2009, ITSD was also charged with tracking computers to secure the data on these computers.

Information Technology Services (ITS), formerly Information Technology Systems Division, is responsible for the administration of the UNCW Lifecycle Computer Replacement program. Individual departments are responsible for maintaining the information in the ITS Computer Tracking System and conducting annual physical inventories. The UNCW Lifecycle Replacement Plan is designed to cycle equipment into and out of operation on a one-to-one ratio. In addition to this plan, ITS uses the UNC System Office Combined Pricing Initiative (UNCSO CPI) to set standards for equipment purchases. This process ensures user access to quality and up-to-date computer equipment through a cost-effective model based on controlled equipment costs and leveraged purchasing. This also establishes a process for exceptions for purchasing equipment outside the standards and for ensuring that the necessary tools (such as software) are in place to manage the purchase, inventory and disposal processes.

Cell phones purchased by the university are subject to the surplus/disposal section of this policy.

III. Oversight and Advisory Groups

ITS reviews the CPI standards for hardware and software configurations. The UNC System Office CPI committee is responsible for recommending the baseline standard configuration to be used for all campus computer resources. ITS determines additional software to be installed, or processes put in place, for all university-owned information technology resources to protect the university's sensitive data. ITS is also responsible for reviewing requests for any exceptions to these standards.

IV. Approval

All computers purchased with university funds must meet these requirements, or request for an exception must be sought from ITS. Exceptions are reviewed and acted upon on a case-by-case basis.

V. Guidelines

A. Computer Purchases:

1. Computer purchase guidelines apply to all computers purchased.
2. Lifecycle purchases are leveraged to maximize the benefit of available funds, and all purchases are aligned with established standards or approved exceptions.
3. Waivers and exceptions to the standards are granted on a one-time basis based on justification.

B. Computer Inventory:

1. Computer inventory guidelines apply to all computers that do not meet the fixed asset threshold.
2. Each department/division is responsible for maintaining an accurate listing including serial number and location of their information technology resources.
3. ITS may require special software and/or network access for all information technology resources as a means to maintain the security of computers, and more importantly, the data residing on those resources.

C. UNCW Lifecycle Replacement Plan:

The UNCW Lifecycle Replacement Plan was established to meet the university's technology goals set by senior officials. Funding for the plan flows through ITS annually. This plan focuses on computer technology replacement on a one-in, one-out basis to facilitate the removal of obsolete equipment.

D. Computer and Cell Phone Disposal:

1. Disposal guidelines apply to all computers and cell phones regardless of cost or funding source.
2. Computers should be sent to Surplus using the Computer Transfer Form. Cell phones should be submitted using the Surplus Property Management System. Computers meeting the fixed asset threshold should follow the Fixed Assets procedure for surplus/disposal.
3. ITS reviews all devices prior to university release and follows established surplus procedures for each type of device to ensure appropriate data removal.
4. Equipment purchased at the Surplus sale is considered personal and not university owned or supported equipment.