**IT Disposal Policy**

**Disposal**

Information technology hardware acquired for University purposes is the responsibility of the cost centre acquiring or assuming responsibility for it. The responsible cost centre may dispose of any information technology hardware that is no longer required provided that procedures as detailed in this document have been followed. These procedures are designed to achieve maximum net return.  
The cost centre may retain any benefits derived from the disposal.

**Disposal of information technology hardware**

The following procedures expand on those detailed in the Finance Unit Fixed Asset Procedures which can be found at:  
<https://my.unisa.edu.au/extranet/fin/policies/fixedassets.pdf>

Procedures for recycling working IT equipment and non-serviceable equipment can be found on the Recycle IT Hardware web page:   
<https://www-p.unisa.edu.au/general/ists/Purchasing/Hardware/Disposal/recycle.asp>

Cost centre managers are responsible for ensuring disposal processes are well documented and obtain the maximum net return for the University.

Acceptable methods for the disposal of IT equipment are as follows:

* Used as a trade-in against cost or negotiated discount rate of replacement or associated item. This option is only available for some manufacturers, e.g. SUN.
* Sold by auction or by a third party.
* Sold to a staff member or student of the University.
* Discarded per socially acceptable environmental guidelines.

With a private sale, whether to a staff member or student of the University or to some other person, a person independent of the transaction should be involved and should approve the sale in writing.

The value of popular desktop hardware may be gauged by perusing advertisements for second-hand computing equipment in the daily newspaper.

Alternatively, the following table provides general guidance.

|  |  |
| --- | --- |
|  | **Reasonable current value** |
| **Hardware one year old** | 65% of purchase price |
| **Hardware two years old** | 45% of purchase price |
| **Hardware three years old** | 20% of purchase price |
| **Hardware four years old** | 5% of purchase price |

Where there is no apparent market for an item it may be junked.

**Preparing hardware for disposal**

All software and University data MUST be removed from an item of hardware prior to disposal. Failure to observe this may result in the cost centre manager being liable for any breaches of copyright or software licensing agreements.

Staff are cautioned that information "deleted" from a hard disk may be recovered by some software applications. If sensitive data exists on a disk, disks should be "ERASED" or "OVERWRITTEN" several times to ensure that data is destroyed.

If disposing of multifunction devices they should be checked for any internal disks. If there is an internal disk it should be removed or overwritten before disposal.

The cost centre manager is responsible for:

* advising the ISTS (Attention: Purchasing Officer) of the item disposed of,
* the removal and return of the ownership Blue Plate to the Purchasing Officer, ISTS,
* advising the Finance Unit Asset Clerk of the disposal if the original purchase price of the item was $10,000 or greater,
* ensuring that University and cost centre records of the item are deleted promptly after disposal,
* ensuring equipment is sanitised before disposal,
* entering into an agreement with the disposer by which disposer will return any equipment that is found not to have been sanitised upon receipt.

**Secure destruction**

Where it is not possible or practical to overwrite data on media due to:

* It being faulty
* The hardware required to write to the media is no longer available

...secure destruction of the media can be undertaken.

An external entity may be contracted to provide this service. You should ensure that any service that you contract for this purpose can provide secure transport and storage of the devices and certify that each article has been disposed of securely.

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**Section 1 - Purpose and Context**

(1) To establish cost-effective, standardised arrangements for the disposal of Hong Kong Committee for UNICEF (HKCU) IT equipment that is surplus to requirements, unserviceable or over five years old, including handling data deletion on computers scheduled for disposal.

**Section 2 - Definitions**

(2) The following definitions apply for the purpose of this policy.

1. ITD: Information Technology Directorate - IT manages, supports and provides IT resources on behalf of the HKCU.
2. ITP: IT Procurement - The unit that manages procurement, deployment and disposal of IT hardware on behalf of HKCU.

**Section 3 - Policy Statement**

(3) The Information Technology Procurement (ITP) Unit co-ordinates the disposal of all HKCU IT assets. Pre-approved external disposal agents are used to remove all goods meant for disposal from their current UWS locations. The agents are contractually bound to wipe all UWS data and software applications from any hard drives they remove. They also remove external asset tags and labels connecting a machine to UWS.

**Section 4 - Procedures**

(4) IT equipment which is over five years old (and therefore not current in terms of software and hardware requirements) or equipment which is surplus to requirements may be designated for disposal by a delegation holder in the School/Unit where the equipment resides. (Note: Please refer to the [UWS Delegations Policy - Schedule 1](http://apps.uws.edu.au/uws/policies/ppm/doc/2005Schedule1.pdf) (A31) for a list of delegation positions which can dispose of assets).

(5) Disposal may be of a single piece of equipment or a number of pieces, and will take place at office. The equipment will reside within its current location until removed by the disposal company. (Note: Special arrangements can be made through ITP for bulk removal of equipment from a School/Division outside of normal set times).

(6) To initiate disposal, Schools/Units should obtain the IT Notification of Disposal of Fixed Assets Form at this address: [http://www.unicef.org.hk/staff/its/itp/disposal/disposal.xls](http://www.uws.edu.au/staff/its/itp/disposal/disposal.xls) and complete it on-line.

(7) Email the completed Disposal form to the delegation holder of your School/Unit for authorisation. (NOTE: If alternative disposal methods are being considered, refer to the UWS Asset Management Policy under "All Other Plant &Equipment" and include a reference to the preferred disposal method in the body of the email. If the disposal is endorsed, the onus will be on School/Units to notify IT Support to ensure all UWS software licenses and data are removed from computers prior to disposal).

(8) The delegation holder will type "APPROVED" as the email subject and forward the email with the attached Notification of Disposal of Fixed Assets Form to [itp@uws.edu.au](mailto:itp@uws.edu.au) .

(9) The ITP Unit will check the equipment to ensure that workable and current items are not disposed of unnecessarily. Alternative deployment strategies may be recommended, especially if goods are simply surplus to requirements.

(10) The ITP Unit will contact the pre-approved three disposal agencies for an estimate on the value of the goods. Each company will provide a quote for the purchase of the goods (if they have any value) or for the cost of removal. The most competitive quote will be awarded the work.

(11) The ITP Unit will notify the client of the overall income/expense involved and will arrange the removal times/locations/contacts with the School/Unit, the disposal agent and an ITP Unit representative.

(12) If there is any income or cost associated with the disposal, the ITP Unit will action automatic credit or payment directly using the cost centre account nominated on the Notification of Disposal of Fixed Assets Form.

(13) The ITP Unit will forward to the School/Unit a copy of the finalised UWS IT Notification of Disposal of Fixed Assets Form indicating the price received for each item.

(14) The ITP Unit will forward a list of disposed goods to Finance for removal from the UWS Asset Register.

**Section 5 - Guidelines**

(15) Nil.