

Computer Redistribution/Disposal Policy and Procedures

Summary:

A department may possess computers which are no longer required due to:

- Exceeded useful life
- Lack of continued need
- Obsolescence
- Wear, damage, or deterioration
- Excessive cost of maintenance
- New installation

At such time a department determines a computer is no longer needed by their department, it is important that steps be taken to ensure that confidential/sensitive data be satisfactorily removed from the system. This data may either be departmental data, which needs to be removed before a computer enters a new department, or University data or software, which needs to be removed before the computer leaves the University.

It is also required that if the role of the computer changes within the department (i.e., the computer goes from one person to another person), that the computer be sanitized by Campus Computing Services or approved departmental technical personnel.

Means of Disposal:

Transfer/Redistribution Procedures:

An effort should be made, through the use of the Campus Bulletin Board, or distribution list, to redistribute the computer equipment to a location within the University that makes use of the equipment. In this case, the computer may be put back into service under the following conditions:

- The transferring department notifies Campus Computing Services (CCS) by sending an email to itsupport@uttyler.edu
- The transferring department notifies the approved technical person within their department.
- Campus Computing Services (CCS) or approved departmental technical personnel sanitizes the computer's hard drive using DBAN and reinstalls the operating system and needed software in compliance with the Campus Software License Agreement (method of sanitization must be approved by the Information Security Office)
- The transferring department files a Report of Transfer of Equipment form (<http://www.uttyler.edu/finserv/documents/REPORTOFTTRANSFER.doc>) with the Financial Services department
- The computer is transferred to the new department

Recycling/Disposal Procedures:

- Campus Computing Services (CCS) or the department reserves the right to recycle computer hardware as they see necessary.
- The transferring department notifies Campus Computing Services (CCS) by sending an email to itsupport@uttyler.edu
- The transferring department notifies the approved technical person within their department.
- Campus Computing Services (CCS) or approved departmental technical person sanitizes the computer's hard drive using a method which meets DOD (Department of Defense) specifications and leaves the hard drive clean of an operating system and software
- Campus Computing Services (CCS) affixes the approved disposal sticker to the computer indicating the hard drive has been cleaned and the computer is ready for removal from the University
- CCS will document the UT Tyler inventory #, serial # (Dell Service Tag #), sanitization date, method of sanitization, and responsible person in the ServiceNow ticketing system. This

information will be made available to the Internal Auditor, Compliance Officer or Information Security Officer upon request.

- Approved departmental personnel (non-CCS employees) will document the UT Tyler inventory #, serial # (Dell Service Tag #), sanitization date, method of sanitization, and responsible person in a spreadsheet which will be made available to the Internal Auditor, Compliance Officer, or Information Security Officer upon request
- The transferring department files a Report of Transfer of Equipment form with the Financial Services department
- Before accepting the computer, the Physical Plant checks the computer for the approved disposal tag & verifies that it has been filled out in its entirety.
- The computer is transferred to the Physical Plant as a surplus item
- The Physical Plant will document the UT Tyler inventory #, serial # (Dell Service Tag #), sanitization date, method of sanitization, and responsible person in a spreadsheet. This information will be made available to the Internal Auditor, Compliance Officer, or Information Security Officer upon request

Hard Drive Removal Procedures:

- Hard drives which are removed from computers must be disposed of in an approved method
- Upon removal of hard drives, they must be stored in a secured location pending removal from department
- Departments can email itsupport@uttyler.edu to have the hard drives picked up for destruction
- CCS will pick up the hard drives, store them in a secured location pending mass destruction of the drives
- When transferring computers without hard drives to the Physical Plant the transferring department must be able to provide proof to the Physical Plant that the hard drive has been removed and must note this on the approved form