

# DISPOSAL OF OBSOLETE EQUIPMENT PROCEDURE

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*Related Board of Trustees Policy: N/A*

*Approval: August 2012*

*Revision:*

*NC Statewide Technology Standard(s): 50701*

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**Purpose:** To protect data confidentiality and integrity through proper disposal of obsolete equipment.

- All technology equipment, including but not limited to, televisions, computers, typewriters, DVD/CD players, and monitors, are to be turned in to the college Technology Services department. Technology Services will dispose of them in an approved manner through a recycling company.
- Upon receipt of desktop, laptop, or tablet computers Technology Services will:
  - Remove the hard drive, label it, and store it in the TS department for a period of 1 month. When the month is ended, the data on the hard drive will be destroyed by a state-approved technique and the hard drive will be disposed.
  - Remove any useable memory if equipment is scheduled for disposal. Inventory memory by type and size.
- Equipment that has been designated for disposal will be stacked on pallets neatly in the bottom floor area of the maintenance building.
- Equipment that has been designated for reuse will be stacked and separated neatly upstairs in the maintenance building.
- Equipment scheduled for disposal will be recycled twice a year. Technology Services will follow the procedures listed below:
  - Call Procurement and Fixed Asset Officer to schedule a pick up date with the recycling company.
  - Inventory all state tag equipment and other items which are valued at \$25.00 or more at time of purchase. All state tag numbers will be forwarded to the Procurement and Fixed Asset Officer. Inventory scheduled for disposal will be maintained on a database by Technology Services.
  - Update as necessary the Technology Services' inventory database for equipment that is stored in the upstairs of the maintenance building for all state tag equipment and other items which are valued at \$25.00 or more at the time of purchase.

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