COMPUTER DECOMMISSION-RECOMMISSION PROCESS

Policy Statement

Employees are expected to follow the proscribed process when decommissioning and recommissioning devices.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding device decommission and recommission.

Who Needs to Know This Policy

All University employees responsible for the procurement, development, and services of electronic and information technology.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-ACAF-IT-018

Definitions

Decommissioned device – a device that is no longer needed by a department and is sent to Surplus to be removed from the University inventory system.

Device – An instrument used to process or store digital records and data; including, but not limited to, personal computers, workstations, laptops, tablets, externally connected hard drives, flash drives, removable media, and any other equipment or media capable of electronically
storing data. The policy applies to university-owned electronic equipment (including equipment purchased with grant funds).

Recommissioned device – a device that a department wishes to retrieve for use from Surplus.

User – Any individual that has been given the authority to use a USM owned device.

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**Policy/Procedures**

1.0 **Decommissioning Process**

The process for decommissioning devices applies to all teaching sites with the exception of the Gulf Coast Research Laboratory (which includes the Marine Education Center and Cedar Point).

1.1 An authorized AssetWorks user (typically the department’s Property Accounting contact) enters a transfer of the device to Surplus within AssetWorks using location code 960029.

1.2 The device is taken to Surplus, or a Physical Plant work order is entered to have the device picked up and taken to Surplus.

1.3 Surplus staff verifies receipt of all devices included in transfer and accepts transfer(s) in AssetWorks.

1.4 Surplus staff puts any device with a hard drive on a separate pallet in a secured location on the upper deck at Receiving/Surplus.

1.5 The iTech Asset Control Specialist dispatches staff to Surplus to remove hard drives from equipment following these steps:

   a. Remove hard drive(s) from the piece of equipment.
   b. If the piece of equipment has a USM property number, write the USM property number on the hard drive;
   c. Record the USM property number. If no USM property number, record the hard drive serial number;
   d. Put sticker on each piece of equipment after the hard drive is removed. This sticker includes the date the hard drive was removed, the USM property number (or hard drive serial number if no USM property number), and the signature of the person responsible for drive removal;
   e. Put equipment on pallets for auction;
   f. Put hard drives in boxes for destruction.

1.6 A Decommissioned Equipment list is provided to iTech Leadership at least once per month.
1.7 The iTech Asset Control Specialist maintains a spreadsheet as a log for internal audit purposes.

2.0 Recommissioning Process

The process for recommissioning or repurposing devices applies to all teaching sites with the exception of the Gulf Coast Research Laboratory (which includes the Marine Education Center and Cedar Point).

2.1 A device that is at Surplus may only be recommissioned by following these steps:

   a. User gathers USM inventory numbers from each device to be recommissioned;
   b. User verifies that each device DOES NOT contain a hard drive;
   c. An email including each USM property number of the requested device(s) is sent to the user’s direct supervisor asking permission to retrieve the device(s) from Surplus;
   d. If approval is granted, the approval email will be forwarded to the Chief Information Officer for approval, cioadmin@usm.edu;
   e. If approval is granted, an authorized AssetWorks user will enter a transfer of the device(s) to the user’s inventory.

2.2 Equipment sent to Surplus tends to be past its useful life, damaged, or broken. Users considering acquiring devices from Surplus should consider putting the amount of money required to repair the device and purchase a new hard drive towards a new device.

Review

The Chief Information Officer is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

N/A

Appendices

N/A

Related Information

N/A
History
Amendments:  Month, Day, Year – summary of changes

5/11/09 – update;
2/20/12 – Formatted for Institutional Policies website;
10/28/13 – updated; included provision for recommissioning devices.
Authorization

RECOMMENDED BY:

Responsible University Administrator

Date

Responsible University Officer

Date

REVIEWED BY:

Director of Compliance

Date

Office of General Counsel

Date

APPROVED:

President

Date