COMPUTER DECOMMISSION PROCESS

Policy Statement

Employees are expected to follow the proscribed process when decommissioning computers.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding computer decommission.

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

Policy/Procedures

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

1. Campus customer enters an InCircuit transfer to Surplus.
2. Customer either takes equipment to Surplus or enters a Physical Plant work order to have equipment picked up.
3. Surplus staff verifies receipt of all equipment included in transfer and accepts transfer(s) in InCircuit.
4. Surplus staff put all equipment with a hard drive on a separate pallet in a secured location on upper deck at Receiving/Surplus.
5. Asset Control Specialist dispatches student worker to Surplus to remove and destroy drives. **Steps:**
   a. remove drive
   b. write USM property # on drive
   c. drill/destroy hard drive to ensure there is no accessible data
   d. put sticker on computer and sign sticker, confirming drive has been removed & destroyed
   e. put computer on to-be-checked pallet, put hard drive in to-be-checked box.
6. Once a week student worker emails weekly list of decommissioned equipment.
7. Asset Control Specialist maintains spreadsheet/log for internal audit purposes.

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**Review**

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

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**Forms/Instructions**

N/A

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**Appendices**

N/A

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**Related Information**

N/A

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**History**

1. 05/11/2009: Update.
2. 02/20/12: Formatted for Institutional Policies website.
3. 02/19/13: Formatted for template. Minor editing of punctuation and usage throughout.

**Amendments:** Month, Day, Year – summary of changes
Authorization

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As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

4-30-13
Date