

Information Technology Equipment Disposal Policy

Section 1 - Purpose

(1) This Policy sets out Charles Sturt University's management principles on the disposal of Information Technology (IT) Equipment.

(2) University owned IT Equipment is considered the property of Charles Sturt University (the University). It is essential that the act of disposing of IT equipment is in accordance with policy and audit requirements.

Scope

(3) This Policy applies to all University staff and all IT Equipment purchased by the University.

References

(4) This Policy should be read in conjunction with:

- a. [CSU Computer Shop Website](#)
- b. [Disposal of Computer Systems](#);
- c. [Division of Finance - policy and procedure for Disposal of an Asset](#);
- d. [Division of Finance - policy for Assets and Minor Equipment](#);
- e. [Asset Disposal Form](#);
- f. [Asset/Transfer Loan Form](#);
- g. [E-Waste Factsheet](#); and
- h. Computing Environment Support Policy (new policy in development).

Section 2 - Glossary

(5) For the purpose of this Policy:

- a. Asset Register - means the register recording minor assets (items costing less than \$10,000) that the Division of Finance requires every Budget Centre to maintain as outlined on the [Assets and Minor Equipment Website](#);
- b. CAAB - means Call Accounting and Billing system, the system used to bill University staff members for call and data usage;
- c. Cascade - refers to the transferral of existing IT Equipment from one staff member to another staff member;
- d. IT Equipment - means desktop computers, laptops, monitors, docking stations, mobile devices, digital cameras, cabling, desktop printers, hard disk drives and telephony devices;
- e. IT Equipment Owner - means the person within the business unit who is responsible for IT Equipment owned by that business unit. For example administrative officer, budget centre manager, supervisor, or manager;
- f. Mobile devices - means portable voice and/or data computing devices including smartphones and tablet computers that connects to a cellular network;
- g. Multifunction Device (MFD) - is a network attached all-in-one printer, scanner and photocopier; and

h. Telephony devices - means the standard VoIP handsets and enhanced VoIP handsets used by the University.

Section 3 - Policy

(6) As new University owned IT Equipment is purchased, staff must either:

- a. dispose of surplus IT Equipment via the [CSU Computer Shop Website](#); or
- b. redeploy (cascade) surplus IT Equipment within their section/business area.

(7) It is the business unit's responsibility to update their Asset Registers with this information.

(8) The CSU Computer Shop is responsible for:

- a. assessing all collected surplus IT Equipment for disposal or redeployment elsewhere within the University; and
- b. ensuring that all disposals are carried out in an environmentally friendly manner.

(9) University staff are prohibited from:

- a. removing redundant IT Equipment from the workplace;
- b. allowing a staff member who has left the University to take University owned IT Equipment;
- c. donating or selling IT Equipment to others; or
- d. disposing of the IT Equipment in landfill or in any other manner.

(10) Exceptions allowing removal of IT Equipment must be approved in writing by the Executive Director, Division of Information Technology (ED, DIT), (or nominee), beforehand.

(11) Multifunction Devices are to be disposed of via the vendor directly.

Section 4 - Procedure

Disposal

(11) If it is determined that the surplus IT Equipment is to be disposed of, the IT Equipment Owner is responsible for:

- a. selecting "Existing machine is no longer required" option on new purchase order forms;
- b. completing and authorising the [Asset Disposal Form](#);
- c. attach the authorised Asset Disposal Form to the IT Equipment for collection;
- d. logging an [IT Service Desk Request](#) ;and
- e. updating the Asset Register within the relevant section/business area.

(12) Before disposal, the CSU Computer Shop is responsible for:

- a. removing all confidential material from the machine;
- b. ensuring software licensed to the University is removed to avoid breaches of copyright and agreements; and
- c. destroying any personal information contained on IT Equipment.

Transfer

(13) The IT Equipment Owner is responsible for:

- a. logging an [IT Service Desk Request](#) asking for the IT Equipment:
 - i. to be renamed to the new University staff member or business unit, and
 - ii. updating account codes (if required);
- b. updating their section's Asset Register; and
- c. completing and authorising the Asset Transfer/Loan Form if the IT equipment is moving to another functional unit.

(14) Division of Information Technology is responsible for:

- a. renaming the computer for the new user or business unit; and
- b. updating the account code within the CAAB system.

Cascade

(15) The IT Equipment Owner is responsible for:

- a. requesting IT Equipment to be cascaded to another University staff member by:
 - i. logging an [IT Service Desk Request](#); or
 - ii. selecting "replacement of existing machine" option on new purchase order forms;
 - iii. paying the cascade fee (if applicable); and
 - iv. updating their section's Asset Register.

(16) The CSU Computer Shop is responsible for:

- a. scheduling the cascade activities to be undertaken two weeks after the new install; and
- b. installing a new image (where necessary) and renaming the computer for the new user or business unit.

Section 5 - Guidelines

(17) Nil.

Status and Details

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