

Policy Title:	Surplus Computer Equipment
Effective date:	08/26/2014
Last Revision:	08/12/2014

Surplus Computer Equipment / FIN-ITS-012

I. Purpose of the policy

The purpose of this policy is to establish standards for the retirement and disposal of computer and related equipment.

II. Applicability and Authority

This policy applies to all institutionally owned computer equipment.

III. Detailed Policy Statement

All PSU owned computer equipment with local storage media must securely erased or have the media physically destroyed to industry standards in order to negate the reasonable possibility that data theft can occur through retrieval of erased data.

- Before computer equipment (laptop, desktop, internal or external hard drive, network attached storage, tablets, hand-held computers, scanners/copiers with local storage) is surplussed, transferred, disposed of, or replaced all storage media need to be securely and completely erased or rendered unreadable.
- All storage media shall be securely erased using industry standard tools. Where no tool is readily available to securely erase the media, the media must be physically destroyed in such a fashion to render it unreadable.
- Computer media (floppies, tapes, CD or DVD, Flash drives, etc.) must be physically destroyed.
- All equipment sold from surplus cannot be purchased using university funds and may not be used to supplement equipment in any university office.
- All computers sold undergo a quality control check and have a one business day guarantee; there is no warranty from PSU. Printers will have a one day guarantee.
- Returns due to failure during the guarantee period with either be replaced with an equivalent computer or printer (based on availability) or a refund.
- All technology equipment, including computers and laptops will be sold with a priority offered to current students, otherwise on a first come first served basis.
- All sales are final, no refunds or exchanges will be considered.

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- All computers will be pre-loaded with the original OS that shipped with the machine (upgrades are the responsibility of the purchaser).
- PSU will determine the sale price based on market value.

IV. Procedures

- New Equipment purchased by PSU departments to replace older equipment is subject to inventory. As the equipment is deployed, IT personnel will remove the old equipment and securely erase it after a holding period of fourteen (14) days unless otherwise directed in writing.
- Equipment current enough to be re-used may be redeployed at the sole discretion of authorized IT personnel.
- At the sole discretion of authorized IT personnel, any equipment that cannot be sold or reused, may be donated to a local school or non-profit.
- All equipment that cannot be sold or donated will be disposed of using an environmentally sustainable disposal service.

V. Sanctions statement(s) for non-compliance

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

VI. Definitions

None

VII. Related Policies / References for More Information

- Acceptable Use Policy
- Sensitive and Confidential Information Policy

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