POLICY:

All computers supported through the AHC-IS office that reach the end of useful life will be disposed of in a manner that will prohibit data recapture. The following procedure renders the computer hard drive unreadable. After this process, the computer will be sent to the appropriate University recycling vendor.

PROCEDURE:

After a machine has passed its useful life:

- AHC-IS removes the machine from the user’s area
- AHC-IS technician removes the hard drive
- AHC-IS then destroys the hard drive with an onsite hard drive crusher or places the drive into the secure hard drive storage area that is to be picked up and shredded by U vendor
- Other computer components are recycled through University recycling process
- Technicians recycling the device should remove sticker and complete an Electronic Inventory sheet to be submitted to AHC-IS Office Coordinator

The device is inactivated in the ITASCA database by AHC-IS Office Coordinator which will remove it from the department inventory.

It is the final responsibility of the department/college to ensure all University capital equipment asset tags are removed and submitted to University Inventory Control along with the proper paperwork to remove recycled equipment from University Inventory. AHC-IS will perform this step on equipment it recycles for the department/college.