The University of Scranton
Desktop Computer Disposal Procedure

This document outlines procedures for the disposal of desktop computers at the University of Scranton.

A. **Statement of Procedure:** This procedure exists to ensure that University-owned desktop computers are disposed of properly and securely at the end of their lifespan/use, minimizing risks including, but not limited to, the unauthorized release of confidential data and/or information, the violation of software license agreements, and unauthorized disclosure of intellectual property that might be stored on desktop machines.

B. **Areas of Responsibility:** Disposal of University-owned desktop computers and peripheral equipment is handled by the Information Technology Services (ITS) department of the Division of Planning & Information Resources. Individual departments are required to contact ITS when disposal of a desktop machine is needed and are not to dispose of such equipment on their own. To arrange disposal, or for questions regarding this process, contact Danielle Morse, Associate Director of Desktop Services, at 941-6545.

C. **Procedure Details:** The desktop and desktop-related equipment addressed by this procedure is defined as any desktop, laptop computer, or peripheral device (such as printers), whether or not operable or a complete unit, which was purchased by the University or donated to the University, or purchased with a gift, grant, contract, or general funds or departmental monies.
1. When a desktop is deemed inoperable or unneeded by a department, they must contact ITS to schedule the removal of the machine and its peripheral equipment.
2. Whenever possible, ITS reassigns and reuses desktop computers and peripherals. If no campus reuse is possible, ITS will dispose of computer hardware following environmental friendly practices.
3. If a desktop is identified for reuse, ITS applies DBAN software to securely wipe hard disks/drive, automatically and completely deleting the contents of the hard disk/drive. This process also cleans Microsoft Windows installations of viruses and spyware. Following the secure cleaning of the machine, the machine is rebuilt with standard University software applications and setup for a new user.
4. If the desktop is not identified as viable for reuse, the machine is recycled. The hard drive is removed and destroyed via a hard drive degausser, destroying all data. The desktop machine is then recycled by an asset disposition company and ownership is transferred negating University liability.

D. **References:** Refer to the Planning & Information Resources Information Classification Policy, related technology procedures, and Student/Employee Computing Policies, available at: http://matrix.scranton.edu/pir/policies.shtml

E. **Date of Implementation:** This procedure is effective as of January 1, 2011. This procedure is reviewed annually and will be updated as appropriate.

Planning & Information Resources Approval:

________ JPD ____________________________ Jerome DeSanto, VP Planning & CIO

________ May 23, 2011 _________________ Date Approved