

**1 DIRECTIVE**

1.01 All departments must contact the Information Technology Service Delivery Organization (IT SDO) for disposal of all obsolete and unwanted information technology items.

1.02 Only the IT SDO may dispose of information technology hardware assets.

**2 PURPOSE**

2.01 The purpose of this Directive is to control the disposal of information technology hardware assets, provide appropriate accountability of disposed assets and protect information from being exposed inadvertently through improper disposal techniques.

**3 SCOPE**

3.01 This directive applies to all employees.

**4 RESPONSIBILITY**

4.01 The IT SDO is responsible:

- To determine the best way to manage unwanted information technology hardware; options include, but are not limited to:
  - Upgrading the hardware to extend the life cycle within the department
  - Cascading – reassigning hardware from one department to another. This will usually occur when a development group needs to upgrade its systems. The older system is often good enough to replace a system currently in use by a group with a lesser need for performance.
  - Sale – some equipment may be sold (e.g., at auction, to a second-hand dealer or to employees for personal use)
  - Parts extraction – salvaging components for reuse, such as hard drives, memory, network cards, video cards, CD players and burners, diskette drives, tape drives or other internal accessories
  - Donation to public or charitable institutions
  - Responsible waste disposal
- To ensure that confidential information remaining on hardware is destroyed before the hardware is relocated
- To remove licensed software from a personal system when the licence is not moving with the system and to update the licence records
- To notify the IT SDO regarding cancellation of a service contract for equipment that no longer requires service; this may be because the equipment or the processing associated with the equipment is no longer critical to the business, so the equipment has been removed or replaced

- To notify Accounting regarding any cash recovery from disposal of IT equipment.
- To update the IT Asset Log regarding the new location of reallocated hardware or the disposal of hardware that has left the company's control

**5 DEFINITIONS**

None

**6 RELATED DIRECTIVES**

OCIO IT 9.05 – Data Disposal