

CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

AP 3725 ELECTRONIC EQUIPMENT DISPOSITION

1.0 Purpose

This procedure is designed to minimize the potential exposure of Citrus Community College District to damages that could result if equipment is not disposed of properly.

2.0 Scope

This procedure applies to all members of the district who transfer or dispose of district-owned electronic equipment, including those devices purchased with grant funds. Equipment covered includes: computers, keyboards, monitors, scanners, fax machines, printers and other peripheral devices.

3.0 Procedure

While all computing equipment obtained with district funds is ultimately owned by the district, every piece of equipment must have an associated individual responsible for the equipment's proper care and eventual disposal.

3.1 Transfer of Citrus Computing Equipment

Computing equipment capable of storing data must be "sanitized" before it can be transferred to another district user, whether within or between departments.

The Technology and Computer Services Department is responsible for the proper sanitization of its equipment. For the purpose of this procedure, sanitization means a data purge or erasure using a three-pass binary overwrite method at minimum. For equipment that cannot be sanitized via this method, all data must be deleted or the device reset to factory defaults (e.g., some cell phones).

3.2 Disposal of District Computing Equipment

When it has been determined that there is no further use of a piece of computing equipment, either within or beyond the department, the associated user or designee must arrange for its proper disposal following the procedures defined in district policy, BP 6550 Disposal of Property.

Board Approved 05/04/10