

# CITRUS COMMUNITY COLLEGE DISTRICT GENERAL INSTITUTION

## AP 3725 ELECTRONIC EQUIPMENT DISPOSITION

### **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.

### **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, and all storage media including but not limited to disks, flash drives, and tapes.

### **Procedure**

While all computing equipment procured 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.

### **Transfer of District 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 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).

### **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  
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