

“The City of Heritage”



INFORMATION TECHNOLOGY Asset Disposal Procedure

Table of Contents

1. Introduction	3
2. Disposal Methods	3
3. Disposal Options.....	4
3.1. Dumping.....	4
3.2. Re-Assign or Re-Issue.....	4
3.3. Sell or Donate.....	4
4. Disposal Procedures.....	4
4.1. Disposal Process.....	4
4.2. Purging the Data.....	5

1. Introduction

From time to time the Ulundi Municipality have the need to dispose of computer equipment for different reasons. The primary reasons would be because:

- They are no longer in working order and repair is not a feasible or available option
- The computer is inadequate to serve the purpose required, usually because it is old and has become under-equipped to function with the upgraded software and increased processing demands.
- The municipality has found itself with a surplus of computers, possibly due to its replacement policy or strategy.

2. Disposal Methods

The disposal of IT asset cannot just be done anyhow, there are proper methods that must be followed in order to carry out the task. The disposal methods are as follows:

- (i). Where the computer is in working order but inadequate for the designated purpose, it is expected that as far as is practicable the first consideration will be for internal re-assignment. Thus it will be assigned to other departmental functions for which the capacity is appropriate.
- (ii). Secondly, reasonable effort must be made to see if there is any other department that may wish to make use of the equipment. MITS may be called upon to assist in this investigation.
- (iii). Equipment with residual value but which are inadequate for the business of the University may be sold to members of the department or outside bodies, subject to the University's financial guidelines.
- (iv). Where equipment has little resale value, consideration should be given to donating it to a charitable endeavor.
- (v). If the equipment cannot be used, it should be scrapped for parts or disposed of in accordance with the University's policy and procedures for disposal.

All movement of equipment must be recorded in the Asset Register Record. The attached form indicates the information to be recorded over the disposal process.

3. Disposal Options

The municipality has a number of options for disposal of IT assets. Each of these option is described below:

3.1. Dumping

Dumping of IT equipment or equipment parts is the responsibility of the Asset division. The Asset division will follow its disposal procedures as stipulated in their policies. The asset division will use the services of certified electronic waste management company to dispose IT assets.

3.2. Re-Assign or Re-Issue

It is in the discretion of IT division to determine which computer or laptop is can be re-assigned to another employee. The computer must first be checked-in (returned) to IT and be registered as asset belonging to IT division. The IT division will then re-issue or re-assign the asset to another user after completing the relevant form.

3.3. Sell or Donate

The redeployment option must be explored and rejected for not being worthwhile, before there ought to be a consideration for sale or donation. Before computer equipment can be sold or donated its value must be obtained.

To determine value, the Assets division will follow its procedure as indicated in their policy.

Notification of sale may be placed on the Ulundi Municipality website and be advertised through other advertising channels for public consumption. The sale transaction is a financial undertaking of the municipality.

Where equipment is to be donated the municipal management (esp. the mayor's office) must take full responsibility for identification of the receiver and the delivery arrangements.

4. Disposal Procedures

4.1. Disposal Process

It is responsibility of IT division to see to the disposal process by following the process depicted in figure 1 below. In the case of determination that the asset will be disposed, Asset division will take over the process from IT.

4.2. Purging the Data

An overriding consideration prior to disposal or moving of equipment from one owner to the next, must be to ensure that any university data on the machine and any software licensed to the University is removed. MITS must be informed of the impending move of equipment to allow time for the appropriate data and software cleaning exercise to be carried out. This responsibility must never be delegated to any person outside the University. Merely deleting the visible files or reformatting the disk is not sufficient to clean the storage device as other software tools may simply undelete them. The data to be deleted must be replaced with meaningless data – such as a string of binary zeroes, or random data. Alternatively, one may use software to properly scratch the files.

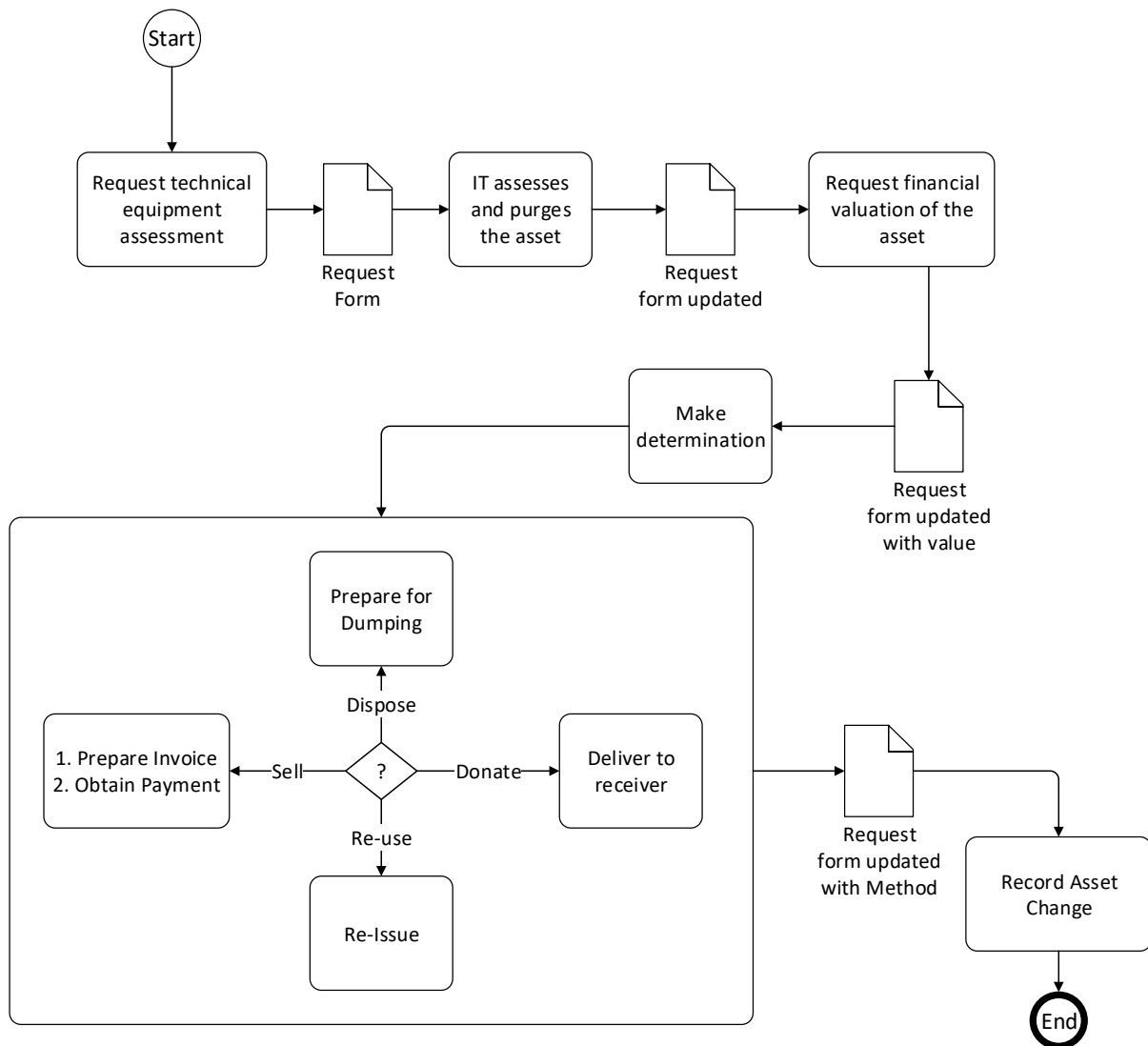


Figure 1 IT Asset Disposal Process

5. Approvals

The table below provides necessary approvals of this procedure.

Approver	Signature	Date
Chairman of the Council		
Chairman of the Audit and Risk Committee		
Ulundi Municipal Manager		