



RESOURCE INF-004G

Hardware and Electronic Media Disposal Guideline

Purpose

This guideline establishes standards, procedures, and restrictions for the disposition of non-leased IT equipment and media in a legal, cost-effective manner.

Overview

Hardware and electronic media disposition is necessary at Coast Mountain College (CMTN) to ensure the proper disposition of all non-leased CMTN IT hardware and media capable of storing member information. Improper disposition can lead to potentially devastating fines and lawsuits, as well as possible irreparable brand damage.

Definitions

Beyond Reasonable Repair: All equipment that requires fixing or refurbishing and that is likely to cost as much or more than total replacement.

Chain of Custody (CoC): The chronological documentation of the custody, transportation, or storage of evidence to show the equipment has not been tampered with prior to destruction.

Disposition: The reselling, reassignment, recycling, donating, or disposal of IT equipment through responsible, ethical, and environmentally sound means.

Non-Leased: All IT assets that are the sole property of CMTN, i.e., equipment not rented, leased, or borrowed from a third-party supplier or partner company.

Obsolete: All equipment that no longer meets requisite functionality.

Surplus: Hardware that has been replaced by upgraded equipment or is superfluous to existing requirements.

Scope

This guideline covers all CMTN-owned surplus hardware, obsolete machines, and any equipment beyond reasonable repair or reuse, including media.

Where assets have not reached end of life, it is desirable to take advantage of residual value through reselling, auctioning, donating, or reassignment to a less critical function.

CMTN's surplus or obsolete IT assets and resources (e.g., desktop computers, servers) must be discarded according to legal requirements and environmental regulations through the appropriate external agents and CMTN's upgrade guidelines.

All disposition procedures for retired IT assets must adhere to company-approved methods.

Details

Coordinated by CMTN's IT Department.

The IT Department is responsible for backing up data from IT assets slated for disposition (when applicable) and removing company tags and/or identifying labels. IT is responsible for selecting and approving external agents for hardware sanitization, reselling, recycling, or destruction of the equipment. IT is also responsible for the chain of custody in acquiring credible documentation from contracted third parties that verify adequate disposition and disposal that adhere to legal requirements and environmental regulations.

IT Department employees with the appropriate authority are responsible for ensuring that IT assets are disposed of according to the methods in this guideline. It is imperative that all dispositions be done appropriately, responsibly, and according to IT lifecycle standards, as well as with CMTN's resource planning in mind.

Hardware asset types and electronic media that require secure disposal include, but are not limited to:

- computers (desktops and laptops)
- printers
- handheld devices
- servers
- networking devices (hubs, switches, bridges, and routers)
- floppy disks
- backup tapes
- CDs and DVDs
- zip drives
- hard drives and flash memory
- other portable storage devices.

Related Policies, Guidelines, and Other Resources

- None