

INFORMATION SYSTEMS PROCEDURE

TITLE: COMPUTER EQUIPMENT REMOVAL/ DISPOSAL PROCEDURE	EFFECTIVE DATE: 05-01-2003
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PURPOSE

The purpose of this procedure is to provide instructions for removal or disposal of computers and computer peripheral equipment.

RESPONSIBILITIES

The Information Systems/Network System and Support is the department of primary responsibility for this procedure.

GENERAL

The removal of older computer equipment is an issue of increasing importance to the Austin ISD (AISD). There are several thousand computers, printers and peripheral devices distributed throughout the District. As this equipment ages or becomes surplus, it will eventually have to be physically removed from current locations. The intent of this procedure is to define what campuses and departments need to do to remove from their locations computer equipment that is unrepairable or unneeded.

PROCEDURES

1. Department directors and principals may request Desktop Support to remove their legacy equipment by a HEAT request at <http://heatweb/heatselfservice> or by calling the Help Desk. The message requesting removal should contain enough information to identify adequately the equipment. The following information is desirable:
 - School Name
 - Location of equipment (room numbers are required)
 - Name and phone of contact
 - Manufacture of equipment
 - Model and Serial Number
 - AISD Fixed Asset Tag Number
 - Description of the equipment, i.e., color, size, height, etc.

2. A technician will be sent to evaluate old computer equipment onsite.
 - a. If the equipment is not repairable, it will be labeled End-Of-Life (EOL). The technician will notify Materials Management via email who will work directly with campuses to arrange for disposal of this equipment.

 - b. If the equipment is economically and technologically feasible to repair, a HEAT Work Order will be opened to schedule the equipment for repair. If this equipment is no longer needed, it will be declared surplus.

- c. Desktop Support will notify by email the Materials Management Department of any equipment it identifies as surplus and the associated information it received about the equipment.
- d. Materials Management will work directly with the campus to arrange for removal of this equipment.
- e. The Instructional Technology Department will be notified of any legacy equipment identified as surplus. Instructional Technology will attempt to locate other campuses that may have a need for retired equipment. If there is not a cost-effective means of utilizing these systems within AISD, Instructional Technology will contact the Computers for Learning Foundation to determine if these systems can be donated to families of AISD students. If these systems do not qualify for use by the Foundation, arrangements will be made by Materials Management to dispose of these systems.
- f. Equipment will remain on campuses until a determination is made to transfer the assets to another campus, donate it to the Computer for Learning Foundations or Materials Management arranges for disposal.

E. CONTACT INFORMATION

1. If you have questions about this procedure, please contact the Technology Services Help Desk at 414-TECH.
2. Questions regarding Fixed Assets Inventories or transferring equipment should be directed to the Materials Management Department.