REDUNDANT IT DISPOSAL POLICY

1.   **Aim**. The school requires a policy to govern the disposal of redundant IT hardware which was acquired through university funds in order to protect the recipient and school from any potential accusation of misappropriation.

2.   **Acquisition**. The School purchases IT hardware for two purposes;

   a.   To enable contracted staff to delivery teaching or AV output. These systems are purchased by the school IT team, in line with the IT policy, and paid for by school funds. Items purchased for research start up are included in this category.

   b.   To enable research work. These systems are funded by a specific research grant.

3.   **Premise**. IT hardware devalues and degrades over time, correspondingly newer systems are developed with higher specifications. In combination this means that IT hardware reaches a point when it becomes unfit for its original purpose. This does not necessarily constitute 'redundancy' as it may still fulfil a lower order task, such as student word processing.

4.   **Defining 'redundant'** To qualify as 'redundant' the hardware should have been in use for at least 3 years and at least one of the following must be true:

   a.   The hardware is obsolete (not compatible with standards employed elsewhere), or

   b.   The system is beyond economic repair (repair cost is greater than residual value), or

   c.   There is no further lower order use for it.

5.   **Redundancy and disposal**. When hardware is declared redundant then the IT team may dispose of it in one of two routes, either:

   a.   Broken - disposed as per university rules for disposal of broken electrical items.

   b.   Still usable - advertised for re-sale.

6.   **Re-sale**. To procedure for re-selling a machine is:

   a.   All data and software that is licensed[1] must be removed / un-installed, the computer must be completely and securely erased[2].

   b.   Freeware or software bundled in the purchase price may be retained / re-installed.

   c.   Occasionally a note will be sent to all staff advertising what is available and inviting a 1st come / 1st served purchase. To 'buy' an item the member of staff produces cash or cheque to the School Administrator and then may collect the item from the IT team.

7.   **Prices**. The price reflects the work carried out by the IT team to prepare the machine for sale and the fee goes to the school IT budget. Cheques / POs, payable to 'University of St Andrews', only for:

   a.   PCs and laptops - £50

   b.   Printers - £10

   c.   Monitors / scanners - £25

---

[1] ie has been purchased by the university or school
[2] only freeware software or packages bundled with the hardware may be re-installed.