

Policy Type	Subject of Policy	Policy Number
Administrative	Surplus Computer and Electronic Equipment Policy	1026

**I. Purpose:**

The purpose of this policy is to provide a plan for replacement, recycling, and management of surplus computer and electronic equipment, providing the best resources possible and at the same time utilizing existing equipment to the fullest.

**II. Procedures:**

All new or used computer and electronic equipment shall be approved for purchase and shall be installed for use by employees within the agency by the Arkansas School for the Deaf, Computer Services section.

The Computer Services section will maintain inventory control documentation of equipment purchased for Department use. The inventory will include the inventory tag number, date of purchase, brand name, type of equipment, model number, serial number and any other identifying data, as well as the name and location of the agency user.

**III. Replacement:**

The Arkansas School for the Deaf will refresh 25% of the 200 networked computers each year, if funding permits. Computer labs and vocational classrooms with computers four years old or older will have priority consideration. Classrooms and designated administrative staff who work with data intensive applications will follow.

**IV. Surplus:**

No used computer or electronic equipment shall be considered surplus or shall be delivered to the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration (M & R) until after the equipment has met the following criteria:

1. The Computer Services Section has thirty (30) days after the receipt of the used equipment from the Agency User to examine the equipment and to evaluate whether or not it can be put to further use by the Agency in accordance with the Executive Chief Information Officer's policy on replacement of computer and electronic equipment; and
2. The Computer Services Section has determined that the equipment is not currently needed by the Agency; is not anticipated to be utilized by the Agency within the next six (6) months; and/or that the equipment is obsolete for further Agency use

Policy Type	Subject of Policy	Policy Number
Administrative	Surplus Computer and Electronic Equipment Policy	1026

Equipment meeting the defined criteria will be either:

1. Redistributed to other areas within the Agency;
2. Kept as a back stock of computer hardware and electronics for the purpose of parts harvesting for the repair, maintenance, and upgrade of computers in use (not to exceed 10% of the number of state employee computers in the Agency);
3. Sent to the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration for sale, auction, recycling, donation, demanufacturing or disposal.

**V. Secure Removal of Data**

The following procedures will be followed prior to sending surplus computer and electronic equipment to the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration:

All non-serviceable hard drives of surplus computer equipment shall be physically destroyed/impaired beyond reasonable use.

All serviceable hard drives of surplus computer equipment shall be formatted using a software solution “over writing” the formatted drive with techniques that use a minimum of 6 wiping cycles.

**VI. Disbursement of Revenues**

If the sale of surplus computer or electronic equipment is outside the agency and conducted by the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration:

1. Fifty percent (50%) of the proceeds shall be returned to the owning agency;
2. Twenty-five (25%) of the proceeds shall be deposited with the Marketing and Redistribution Section of the Office of State Procurement of the Department of Finance and Administration; and
3. Twenty-five (25%) of the proceeds shall be deposited in the Computer and Electronic Recycling Fund established by Act 1410.

ARKANSAS SCHOOL FOR THE DEAF

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy Number</u>
Administrative	Surplus Computer and Electronic Equipment Policy	1026

**VII. Severability**

If any provision of the Arkansas School for the Deaf's Policy and Plan for Surplus Computer and Electronic Equipment or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications herein which can be given effect without the invalid provision or application, and to this end provisions of this policy and plan are declared to be severable.

**VIII. Effective Date**

The Arkansas School for the Deaf's Policy and Plan for Surplus Computer and Electronic Equipment and any amendment or revision thereof are dependent upon approval by the signature of the Director. The official effective date is October 13, 2001, or the date of the Director's signature whichever comes first.

\_\_\_\_\_  
Superintendent, Arkansas School for the Deaf

\_\_\_\_\_  
Date