



## ITS POLICIES AND GUIDELINES

CATEGORY: Information Technology  
STATUS: In Review

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**POLICY TITLE:** Computer Hardware Surplus Policy

**POLICY PURPOSE:**

To define the surplus policy for computer hardware.

**APPLIES TO:**

- This policy applies to all University owned computer systems (i.e., those systems tracked in the University inventory system).
  - This policy covers the main components that are necessary for a computer system to function, including the internal computer components and any external peripheral components.
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**POLICY STATEMENT:**

All computer hardware is required to be reviewed by Information Technology Services (ITS) prior to being sent to surplus. ITS will inspect the computer equipment and ensure no University data remains on the computer system, which includes taking appropriate measures to ensure no information could be recovered from the equipment.

ITS will also evaluate the computer equipment for possible redistribution and reuse on campus. If the equipment can be reused on campus ITS will coordinate the redistribution and reuse of the equipment.

**EXCLUSIONS OR SPECIAL CIRCUMSTANCES:**

The Chief Information Officer must authorize any exceptions to this policy.

**CONSEQUENCES:**

By failing to abide by this policy or policy procedures, individuals may be subject to sanctions, up to and including the loss of computer or network privileges, disciplinary action, suspension, termination of employment, dismissal from the University, and legal action. Some violations may constitute criminal offenses under local, state, and federal laws. The University will carry out its responsibility to report such violations to the appropriate authorities.

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**CONTACTS:**

**Responsible Executive:** Provost and Vice President for Academic Affairs  
**Responsible Office:** Information Technology Services  
**Contact:** Chief Information Officer  
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**APPROVED BY:** Truman State University President

**APPROVED ON:** July 11, 2012

**EFFECTIVE ON:** July 11, 2012

**REVIEW/CHANGE HISTORY:**

**REVIEW CYCLE:** As Needed

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**DEFINITIONS:**

ITS – Information Technology Services

**RELATED DOCUMENTS:**

**KEYWORDS:**

Computer, Hardware, Support, Surplus