**PC REMOVAL POLICY**

**Policy Number: Operations (ITP) 12-02**

**Issue Date: 10/01/2013**

**Effective Date: Immediate**

1. **Purpose**

The purpose of this policy is to establish the requirements governing removal and disposition of decommissioned PCs from agency properties resulting from PC Refresh or Agency request for removal.

1. **Revision History**

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| --- | --- | --- | --- |
| Revision Date | Revision Number | Change Made  | Reviser |
| 10/01/2013 | 01 | Policy Creation | N. Scoble |
|  |  |  |  |

1. **Persons, Groups, Systems Affected**

All agencies within the executive branch of Indiana state government

1. **Definitions**

4.1 PC Refresh – Every 4 years, an agency will be scheduled to receive new PCs.

4.2 IOT – The acronym for the agency Indiana Office of Technology.

4.3 Agency – All agencies in the executive branch of Indiana State Government.

4.4 Indiana State Surplus – a division of IDOA (Indiana Department of Administration)

1. **Policy (Pick Up Authorization)**

5.1 IOT PC Refresh Team request pick up of replaced PCs from agency properties resulting from PC Refresh.

5.2 IOT PC Technicians request pick up of replaced PCs from agency.

5.3 IOT Government Center Campus Technicians drop off old PCs at 1 of 3 campus repository locations. IOT Surplus retrieves PCs from these repository locations on a routine basis.

5.4 Agency requests removal of unused PCs from agency properties throughout the state. If agency is being charged a monthly support charge, the charge will be removed from the bill.

5.5 Agency drops-off unused PCs at Indiana State Surplus.

1. **Policy (Equipment Removal)**

6.1 All requests for pick-up are placed in the IOT PC Surplus pick up queue for later route planning.

6.2 Pick-up routes are planned based on delivery routes as priority. Pick up requests are considered coincident with delivery routes where it makes sense to include them. Pick up only routes are planned to clear outstanding requests where consideration is given to route efficiency.

6.3 IOT will remove PC assets from agency properties. IOT will remove small peripheral devices from agency properties at the customer’s direction while on premises if there is enough space on the truck to accommodate request.

6.4 IOT will not remove non-computer related items including large printer/copier devices. Non-computer related items are not part of the PC Refresh pick up process. The agency will be instructed to follow its normal surplus process with Indiana State Surplus for removal of these items.

6.5 IOT will not remove any items requiring official surplus paperwork to be signed at pick up time. The agency will be instructed to contact Indiana State Surplus for removal of these items.

1. **Policy (Equipment Inventory)**

7.1 IOT will generate an inventory in electronic form of all PCs picked up by IOT.

7.2 IOT will generate an inventory in electronic form of items picked up by IOT that have agency asset tags affixed.

7.3 IOT will not generate an inventory of any kind for items (except PCs) picked up by IOT that do not have agency asset tags affixed.

7.4 IOT will maintain an electronic repository of items with state asset tags inventoried by IOT.

1. **Policy (Surplus Authorization)**

8.1 IOT will generate SF13812, Letter Requesting Surplus, and Spreadsheet Details documents on behalf of the agency, for items picked up and inventoried by IOT (see Policy 7 above).

8.2 IOT will manage the signature process through final approval on behalf of the agency.

8.3 IOT will provide approved surplus documents to the agency upon conclusion of the signature process. These documents provide authorization for the agency to remove their assets from Asset Management.

1. **Policy (Equipment Disposal)**

9.1 IOT removes state of Indiana information from disk drives of operable and desired platform PCs using a U.S. Department of Defense approved program called DBAN.

9.2 All non-computer equipment is sent directly to Indiana State Surplus.

9.4 IOT sends sanitized (DBAN’d) PCs to Indiana State Surplus who is responsible for distribution of these PCs to Indiana Schools.

9.5 IOT removes disk drives from inoperable and non-desired platform PCs and collects them for disk drive destruction services.

9.6 IOT sends removed disk drive computer chassis’ to Indiana State Surplus who is responsible for distribution of these items to recycling services.