

# Life Cycl

x &HQWUDO UHFHQGLVQD QRWLILFDWLRQ WR  
SURSHUW\ RIILFH UHJDUGLQJ DOO FRPSX  
WHFKQRORJ\ VKLSPHQWV \$ UHSUHVHQWD  
IURP WKH SURSHUW\ RIILFH DUULYHV DW  
UHFHLYLQJ WR SODFH DQ DVVHW WDJ RQ  
FRQILJXUHG 81) FRPSXWHUV DQG RWKHU  
FRPSXWHU GHYLFHV \$OO FRPSXWHU WHF  
LV VHQW WR WKH GHSDUWPHQW V ,7 FRR  
IRU VHW XS

x 1RQ WHFKQRORJ\ DWWUDFWLYH DVVHWV  
DW FHQWUDO UHFHLYLQJ E\SDVV WKH WD  
SURFHVV &RPSXWHU WHFKQRORJ\ LV WK  
DWWUDFWLYH DVVHW WKDW ZLOO UHTXL

x )RU DOO FRPSXWHU WHFKQRORJ\ WKH SU  
HPDLOV WKH GHSDUWPHQW UHTXHVLQJ  
UH IRU RIG F@RPSXV HVJ



v )RU WDJJHG FRPVSXFKQRORJ\ DDVQHPVWLO/  
VHQWR WCKHS DUWPHQW LQMRHVPKQJW WKH  
DVVHLW RQ WKH SURPSVWJMU ILO RUDQG  
RQOLQKHFNRIRW P WRSEJRFHV VLVK BHYLFH  
ZLOOXEVHB IIFDPSXV IRU XQLYHUVLW\ EXVLQH  
UHTXHVVRWU FKHFNRXW IRUP LV DGYLQVHG WR  
PRUH WKDQDUV RXW IRKHVFKHGDWH )RU  
QRQ WDJDMGHVW GHSOWWBUH DGYLVHG WR  
FRQWDFW WKH SURSHUW\ RIILFH

x The decision to dispose of or retire WHFKQRORJ\  
assets is handled by the IT coordinator. No Q  
Wechnology LV handled by the department \$Q  
RQOLVXUYH\ IRUP ZILHOREHSURFHV VDIQG  
VXEPLWWHG IRU DYSHG RYSDORDQRQ  
WHFKQRORJG QRQ WDJMGGZD OHTXLUH  
SULRU DXWKRULRDPWLRURSHURWILFH

x All computer WHFKQRORJ\ LV wiped of  
information. I f the GHYLFH cannot be wiped due to  
power issue V, the hard drive is removed.  
7HFKQRORJVVHWV OHVV WMDRODQGG  
UHWLURGP WKH SURSHUWLDIVZAHOD E  
IODJJHG KH \$URSHUWLFH -XVWLILUBWLRQ  
WKH FRRUGLQDWURHUTXHVWHSXWRB  
WHFKQRORJKDKHRSZHU LVVDEG FDQQRW  
ZLSHGQGWKH KDUGHGFDQQBWPBYHGUH  
UHF\FOHG WKRXRXUJIF\FYHQGRU

x Once the survey form is processed and approved by all parties, a work order is submitted by the department to have the worn and obsolete assets moved to property surplus, building 8 room 1205. On occasion, if worn and obsolete assets, (note technology assets) serve no purpose to UNF, the department is instructed by the property office to dispose of the asset through the recycle department.

x Upon arrival of surplus assets, a decision is made by the property office on whether the asset will be slated for auction or set aside to be recycled through UNF's authorized recycler. Under no circumstances are computers disposed on campus. : K H Q computer W H F K Q R O Recycled/ a certificate of destruction is provided E \ W K H U H F \ F Ø H Q G R U

