

Ulster County Information Services Internal Procedure

Disposal of Computer Equipment

1. All computer equipment deemed unusable or no longer needed will be brought to a disposal area located within UCIS.
2. The inventory record will be updated to indicate that the equipment is out of service.
3. Serial number of CPU and device manufacturer along with a description of item will be documented by the receiving clerk.
4. Information that is stored on electronic storage devices will be wiped clean.
5. When enough items are gathered a list of items to be discarded will be created and emailed to the County Executive's Office for approval.
6. County Executive designee will respond to email with authorization to dispose of equipment listed.
7. UC Purchasing Department will be consulted to determine the best method of disposal (for example, recycle, resell, donate.)
8. If the equipment is to be recycled:
 - a. UCIS will arrange delivery with a recycling vendor that is registered with the NYS DEC as an electronics collection site in accordance to the NYS Electronics Equipment and Reuse Act (such as UC Resource Recovery Agency.)
 - b. A list of the equipment being discarded will be brought to the drop off site and a copy will be given to site personnel.
 - c. A receipt of the equipment to be disposed will be issued to UCIS from the recycling vendor.
 - d. The receipt of disposal and the authorization from the County Exec will be maintained in a Disposal Log Book located at UCIS.
9. If the equipment is to be sold:
 - a. Purchasing will solicit offers for the equipment and notify UCIS of best offer.
 - b. UCIS will arrange for payment and pickup of equipment with the purchaser.
 - c. Purchaser will be supplied the list of equipment and will be required to sign a copy that is placed in the Disposal Log Book at UCIS.
10. If the equipment is to be donated:
 - a. UCIS will arrange for pickup of equipment with the recipient of the donation.
 - b. Recipient of the donation will be supplied the list of donated equipment and will be required to sign a copy that is placed in the Disposal Log Book at UCIS.
11. The inventory record will be updated to indicate that the equipment has been disposed.