

Surplus Computer Disposal Methods

Unused computers are a liability to your office. Keeping them around is asking for more work and possible trouble.

There are four methods of disposing AgriLife computers:

- 1) County office donates PC to an approved local charity or non-profit organization.
- 2) PC is transferred to the host county's IT inventory.
- 3) County office returns PC to TAMU surplus.
- 4) PC is transferred to another AgriLife office.

Method 1 - County office donates PC to an approved local charity or non-profit organization

This is a practical and easy method for removing a surplus computer from your office inventory.

- **This requires the computer's hard drive be physically removed/destroyed**

See notes below on meeting the hard drive requirement.

You can search for non-profit organizations that are approved to receive surplus equipment on this web site: <http://portal.tfc.state.tx.us/surplus/state/tbassistanceorganizations.asp>

This list is NOT comprehensive. If you have a local organization – not on the list - that accepts surplus computers, contact Jared Kotch (jared.kotch@ag.tamu.edu) in the TAMU property office to get them on the approved list.

Steps: Contact your District Office and provide the property asset numbers, a description of the item and the item's condition. Condition will be either "not working," or "hard drive removed," Your District Office will email the surplus [AG-301 Property Transfer](#) forms to your office. County coordinators can sign these forms which must also be signed by the non-profit organization.

You must also complete an [AG-312 \(Inventory Software Removal Certification\)](#). Return a copy of the signed forms – for each item - to your District office. Be sure to retain a copy for your own records.

Method 2 - PC is transferred to the host county's IT inventory

The complexity of this method ranges from easy to nearly impossible, depending on the host county's willingness to accept property transfers. If your county IT department accepts transfers then this is the most convenient method available.

- **This requires the computer hard drive be physically removed/destroyed.**

See notes below on meeting the hard drive requirement.

Steps: Contact your District Office and provide the property asset numbers, a description of the item and the item's condition. Condition will be either "not working," or "hard drive removed," Your District Office will email the surplus [AG-301 Property Transfer](#) forms to your office. County coordinators can sign these forms which must also be signed by the county IT department.

You must also complete an [AG-312 \(Inventory Software Removal Certification\)](#). Return a copy of the signed forms – for each item - to your District office. Be sure to retain a copy for your own records.

Method 3 - County office returns PC to TAMU surplus

This is a more complicated method best suited for equipment that is no longer functional.

- **This requires the computer hard drive be physically removed/destroyed.**

See notes below on meeting the hard drive requirement.

Steps: Contact your District Office and provide the property asset numbers, a description of the item and the item's condition. Condition will be either "not working," or "hard drive removed," Your District Office will process the transfer request ONLINE and wait for approval from the Property Office. Once they approve, the District Office will send you an email approval which you will need to print and take with you when delivering the computer to TAMU surplus. The surplus representatives will not accept without this approval. Be sure to retain a copy for your own records.

Method 4 – PC is transferred to another AgriLife office

This is an easy way to rid your office of an unused computer. If it's still usable then someone else can benefit by using it.

- *This does not require the computer hard drive be removed/destroyed.*

Steps: This approach involves your office and your District Office. The District Office can transfer ownership of the computer to the receiving county and remove it from the sending county's inventory with the online inventory system.

You must remove county specific data files from the hard drive and find a way to link up with the receiving county to get them the computer.

Additional Notes & Information

Printers and other equipment: You can use these same methods for disposing inventoried or non-inventoried equipment. All disposals should be reported to Property Office.

HARD DRIVE REMOVAL REQUIREMENT:

When we dispose of a computer we are required by law to ensure no agency data or licensed software is made available. There is one method to assure we meet the requirement. The drive must be physically removed from the computer and destroyed, meaning it is rendered useless and no data can be recovered.

--> Desktop drive removal demo

http://www.dailymotion.com/video/xeeq8x_how-to-remove-a-hard-drive-from-a-p_tech#.USPM2tncMfg

--> Remove and destroy a drive- Notebook drive removal demo

http://www.dailymotion.com/video/xfrcg9_how-to-remove-a-hard-drive-from-a-laptop_school#.USPMZdncMfg

Once you remove the hard drive, you can destroy the drive yourself using a hammer or by drilling holes through it with a drill then dispose of it.

If you would rather not, you can ship the drive to the District Office for proper destruction and disposal or you may send it directly to AgriLife IT yourself.

Whichever method you use, you must verify that this was completed by notifying the District Office.

What to do to send a hard drive to AgriLife Information Technology for disposal.

1. Create a First Call ticket (email the following information to first-call@tamu.edu) - cc: District Office
 - a. Subject of email: Hard Drive Disposal - <your county name>
 - b. Body Text: Indicate make and number of hard drives (i.e. 2 Western Digital – 2 ; Seagate – 1; IBM – 2) you do not need to include model number or serial number.
2. Place in a small box – make sure the drive's fit is snug to prevent movement during shipping. Since the drive is to be destroyed, you do not need to protect the drive with packaging. Just be sure it is a snug fit.
3. Ship hard drives via regular USPS mail to (you do not need to insure):

AgriLife Information Technology
Attn: Jim Segers
578 John Kimbrough Blvd
AgriLife Services Bldg, Ste 326
2468 TAMU
College Station, TX 77843

This document was created by the AgriLife Information Technology Regional IT Specialists (updated by D12 DOM due to updates on hard-drive removal requirements).