

Berea College Information Technology Asset Acquisition and Disposal Policy

March 2017

1. Overview

This policy applies to all Berea College and externally funded purchases and acquisitions of information technology (IT) equipment, government or sponsor owned IT equipment, certain IT equipment leases, fabricated assets, donated IT equipment, transfers of excess federal equipment to the College, and transfers of research or any other equipment to Berea College from other institutions.

All IT equipment acquisitions meeting the College's capitalization threshold (items valued at \$5,000 or more with a useful life of more than one year) require that asset tags issued by Berea College Office of Financial Affairs' General Accounting department be affixed. All capitalized IT assets must also be recorded in the College's Fixed Asset System. Certain external grants or award provisions may dictate that assets be tagged even if the unit cost is less than the College's capitalization threshold. This policy provides how other non-capitalized IT assets are inventoried.

Berea College's information technology assets might also contain components that cannot simply be discarded. Proper disposal of IT equipment is both environmentally responsible and often required by law. In addition, hard drives, USB drives, CD-ROMs and other storage media contain various kinds of data, some of which is considered sensitive or proprietary to the College. It is essential that all storage media be properly erased before disposal. Simply deleting or even formatting data is not considered sufficient. When deleting files, or formatting a device, data is marked for deletion, but is still accessible until being overwritten by a new file. Special tools must be used to securely erase data prior to equipment disposal. In addition, the College will abide electronic waste disposal requirement and guidelines described in this policy.

2. Purpose

The purpose of this policy is to define the guidelines for the acquisition, tracking, management, and disposal of IT equipment and components owned by Berea College.

3. Scope

This policy applies to any IT computing equipment or peripheral devices that are acquired or no longer needed within the College, including, but not limited to the following: computing servers and storage, hard drives, employee laptops or desktops, mainframes, smart phones, handheld mobile devices (i.e., Windows Mobile, iOS or Android-based devices), printers, scanners, compact and floppy discs, portable storage devices (i.e., USB drives), backup tapes. Please refer to Appendix A for more details.

All Berea College employees, student labors, and individuals that use Berea College IT assets must comply with this policy.

4. Policy

4.1 IT Asset Acquisition

- 4.1.1 For a list of IT equipment types, please see Appendix A.
- 4.1.2 All IT equipment must be compatible with existing College networks and services. IT equipment verified as non-compatible will be returned to the vendor.
- 4.1.3 IT assets types A and B should be acquired and processed solely thru College IS&S, with appropriate funding. Exceptions can be approved by the Administrative Committee. The acquisition process ordinarily will conform to the Berea College Purchasing Policy by using standard Purchasing Orders. Expedited orders can be obtained using unit level P-card, if pre-approved, and relevant information should be forwarded to IS&S for inventory (see 4.1.4).
- 4.1.4 IT assets of type A and B will be tracked in an inventory system managed by IS&S. The inventory system will record the description, primary user or contact, location, and acquisition date of the equipment as well as any other configuration data deemed helpful. Internal Audit staff will perform periodic inventory audits. Any policy violations will be reported to the College's Compliance Committee.
- 4.1.5 IT assets types C, and D can be acquired by the Unit/Department/Division as appropriate. No inventory is required. It is required that the acquiring Unit/Department/Division/User be responsible for safeguarding of any data stored on these assets.

4.2 IT Asset Disposal

- 4.2.1 See appendix B for general disposal procedure of all IT equipment.
- 4.2.2 It is the responsibility of all Berea employees, users, and units to be in compliance with IT asset disposal policies and guidelines.
- 4.2.3 Berea College Facilities Management is responsible for identifying a qualified electronics waste disposal facility as well as the temporary storage and shipping of all Berea IT assets ready for disposal.

5. Policy Compliance

5.1 Compliance Measurement

The College's Internal Auditor and IS&S will verify compliance with this policy through various methods, including but not limited to, business tool reports, internal and external audits, annual inventory check, and feedback to the policy owner.

5.2 Exceptions

Any exception to this policy must be approved by the Berea College Administrative Committee in advance.

5.3 Non-Compliance

An employee (including student labors) found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

6 Related Standards, Policies and Processes

None.

7 Definitions and Terms

None.

8 Revision History

Date of Change	Responsible	Summary of Change
March 2017	IS&S	Policy Draft.
March 28 2017	AC	Policy Adoption

Appendix A: Classification of IT assets

Type A:

- Servers
- External (attachable or standalone) storage units
- Additional drives for storage units
- Backup devices or appliances
- Network routers/switches/firewalls
- Wireless Access Points

Type B:

- Employee computers (laptops, desktops)
- Smart phones
- Proprietary AV equipment, including smartboards
- Smart Devices (iPads, Surface, tablets, etc.)

Type C:

- Portable storage (USB drives, attachable drives)
- CD/DVD

Type D:

- Scanners
- Printers
- Copiers/Fax machines
- CD/DVD players
- Mouse/keyboards
- Monitors/TV/projectors
- Security cameras

Appendix B: Procedure for IT equipment disposal

1. IT assets types A and B should be reviewed periodically by IS&S to determine eligibility for electronic recycle or disposal. Facilities Management will refer units/departments wishing to disposal IT assets types A or B to consult with IS&S first.
2. If suitable for recycling, IS&S will coordinate with Computer Science IT assets recycling program directly*.
3. If disposal is necessary, the following procedure applies:
 - a. asset is removed from Purchasing or IS&S inventory, when applicable.
 - b. all hard drives and batteries (if applicable) are removed from devices. IS&S will perform hard-drive wipes locally, if necessary.
 - c. All hard drives will require physical destruction. Berea College Facilities Management has established a vendor that will be able to provide this service and proper certificates of destruction will be sent back to Berea College for record reconciliation.
4. IT assets types C and D should be properly disposed of by the unit/department/division responsible staff working directly with Facilities Management. If equipment has a Berea College asset tag, responsible staff should report this to Financial Affairs. IS&S staff can assist in the removal of any sensitive data.

* Note: Berea College assumes no further liability for equipment that are salvaged and disposed of through the Computer Science/Appalachian Center effort. Main contact and sponsor for this program is Scott Heggens.