

# 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 UHTXHVWLQJ  
UH IRU RIG F@RPSXV HVJ

v :KHQ FDSLWDVCHVVM DJJHG  
LQIRUPD WVRHQWHLQWCR DVKHHW  
GDWDE DVKHLV GDWDLEVR PISULVRHG  
FDSLWDVCHW LQIRUIFDWULBRQNLQJ  
SXUSRHVH

x &RPSXW MUFKQR ORIJWKDQ LVQRW  
DGGHG WRGVMHDE DVLFVKHURW  
WUDFNEHVKSURSHBWLFFKLWHFKQRORJ\  
LVDGGHGR WSKURSHB DVVWHLOH

v &DSLWDVCHWVHDMHULQWR WKH SURSHUW  
PDVWHURQH WKH LQYRLFH KDV EHHQ S  
QRWLILFDWLRQ RQWVHWIR[HIGJLQDWLRQ  
H[WUDFWMHSRUW ZLOO LQGLFVHVLIDQ  
EHHQ SDLG &DSLWDODDVLHVMGDUH  
GHSUHFLDWLRQ DQG DXVHIXO OLIH

v )RU WDJJHG FRPVSXFKHQRO RJ\ DDVQHPVWLO/  
VHQWR WCKHS DUWPHQW LQMRHVPKQJW WKH  
DVVHLW RQ WKH SURPSVWUHMU ILO RUDQG  
RQOLQKHFNRIXRWP WRSEJRFHV VLVKQHYLFH  
ZLOOXEVHBIIFDPSXV IRU XQLYHUVLW\ EXVLQH  
UHTXHVVRMVKFKHFNRXW IRUP LV DGYLQVRHG WR  
PRUH WKDQDUV RXW IRKHVFKHGDWH )RU  
QRQ WDJDMGHWV GHSDWWDUH 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  
RQOLVQXUYH\ IRUP ZILHQQEQHSURFHVVDHGG  
VXEPLWWHG IRU DYSHG RYSDRVDQRQ  
WHFKQRORJG QRQ WDJJHGZDQHTXLUH  
SULRU DXWKRULLRDPWLRURSHURWILFH

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 WMDRQDQG  
UHWLURGP WKH SURSHUWLDIVZAHQD E  
IODJJHG KH \$URSHUWLFH -XVWLILURPWL RQ  
WKH FRUGLQDWURHUTXHVWHSXWRB  
WHFKQRORJKDKHRSZHU LVVDEG FDQQRW  
ZLSHGQGWKH KDUGHGFDQQBWP RYHGUH  
UHF\FOHG WKRXRXUJH\FYHQRU

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

