

REG 07.45.01
Disposal of Technology Assets

Authority: Vice Chancellor for Finance and Administration

History:

- First issued: 2003.
- Revised: September 2, 2009.
- Last Revised: February 2, 2018

Related Policies:

Additional References:

- [Office of the State Chief Information Officer – Statewide Information Security Manual](#)
- [UNC Pembroke POL 08.00.01 – Electronic Information Management and Security Policy](#)

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1. PURPOSE

1.1 Proper disposal of technology assets is essential to ensure the security of the data contained on the equipment. The university is responsible for protecting data as defined under other university policies. The university is also responsible for maintaining an accurate inventory of computer assets. This regulation provides appropriate asset management of computing resources.

2. REGULATION

2.1 The UNCP Division of Information Technology (DoIT) is accountable for the disposal of university technology assets. Before any university owned technology assets may be reassigned to another individual, sold or disposed of by any other method, DoIT must certify the components are ready for disposal or reassignment. There are two primary purposes for this certification: 1) improper disposal of electronic components poses a serious threat to the environment, and 2) the improper preparation of storage devices for disposal can lead to inadvertent disclosure of confidential business or personal information, which UNCP may be required to keep confidential as a matter of law.

2.2 DoIT has procedures in place for the proper preparation and certification that technology assets are ready for assignment to other personnel or other forms of disposal. Faculty, staff or departments wishing to assign a computer system to another person, surplus the equipment, or otherwise dispose of the equipment must surrender the equipment to DoIT for processing according to established procedures.

3. RANGE OF DISCIPLINARY SANCTIONS

3.1 Persons in violation of this regulation are subject to a full range of sanctions, including, but not limited to, the loss of computer or network access privileges, disciplinary action, and dismissal from The University of North Carolina at Pembroke. Any sanctions against employees will be imposed through procedures consistent with any applicable state regulations. Some violations may constitute criminal or civil offenses, as defined by local, state and federal laws and the university may prosecute any such violations to the full extent of the law.