

## 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 wiped/erased or physically 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/tblassistanceorganizations.asp>

This list is NOT comprehensive. If you have a local organization – not on the list - that accepts surplus computers, contact Cyndie Michalak ( [ca-michalak@tamu.edu](mailto:ca-michalak@tamu.edu) ) in the TAMU property office to get them on the approved list.

Steps: Contact your District Office Manager and provide the property asset numbers, a description of the item and the item's condition. Condition will be either "not working," "hard drive removed," or "hard drive erased." Your DOM will email the surplus transfer forms to your office. County coordinators can sign these forms. You must also complete an [AG 312 \(Inventory Software Removal Certification\)](#). Return a copy of the signed forms – for each item - to your DOM. 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 wiped/erased or physically destroyed.**

Your county IT department may be able to help with erasing/wiping the hard drive. See notes below on meeting the hard drive requirement.

Steps: Contact your District Office Manager and provide the property asset numbers, a description of the item and the item's condition. Condition will be either "not working," "hard drive removed," or "hard drive erased." Your DOM will email the surplus transfer forms to your office. County coordinators can sign these forms. You must also complete an [AG 312 \(Inventory Software Removal Certification\)](#). Return a copy of the signed forms – for each item - to your DOM. 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 wiped/erased or physically destroyed.**

See notes below on meeting the hard drive requirement.

Steps: Contact your District Office Manager and provide the property asset numbers, a description of the item and the item's condition. Condition will be either "not working," "hard drive removed," or "hard drive erased." Your DOM will email the surplus transfer forms to your office. You must take these forms with you when delivering the computer to TAMU surplus. A representative of the surplus office must sign these forms acknowledging receipt of the property. Return a copy of the signed form – for each item - to your DOM. 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 wiped/erased or destroyed.*

Steps: This approach involves your office and your District Office Manager (DOM). The DOM 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: You can use these same methods for disposing inventoried surplus printers.

Hard Drive requirement – Data removal

When we dispose of a computer we are required by law to ensure no agency data or licensed software is made available. There are two methods to assure we meet the requirement. The drive can be “wiped” meaning it is erased in a method that destroys the data thoroughly or the hard drive can be physically destroyed, meaning it is rendered useless and no data can be recovered.

1. Wiping a drive-

You can use CopyWipe to securely erase a drive. We have instructions and the app online:  
<http://ittoolbox.tamu.edu/2013/03/04/securely-erasing-a-hard-drive/>

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

Desktop drive removal demo

[http://www.dailymotion.com/video/xeeq8x\\_how-to-remove-a-hard-drive-from-a-p\\_tech#.USPM2tncMfg](http://www.dailymotion.com/video/xeeq8x_how-to-remove-a-hard-drive-from-a-p_tech#.USPM2tncMfg)

You can destroy the drive yourself using a hammer or by drilling holes through it with a drill. If you would rather not you can ship the drive to AgriLife IT for destruction.

**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](mailto:first-call@tamu.edu))
  - 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 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.