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Title	Procedure for IT Asset Disposal
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#### Version Control

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1.1	01/05/2024	Head of IT Asset Management	Aligned to new Policy for IT Asset Management and Disposal. Template updated.

## Procedure for IT Asset Disposal

This procedure details the steps required when an IT Asset needs to be disposed of and supports the requirements of the university Policy for IT Asset Management and Disposal.

Step	
<b>1</b>	<b>Log a disposal request</b>
	<p>Request for IT Asset Disposal logged with the <a href="#">IT Service Desk</a>. When logging the request, the following details should be included:</p> <ul style="list-style-type: none"><li>• No of Devices</li><li>• Device Type i.e. Laptop, Desktop etc.</li><li>• Device Serial &amp; UG number - (these should be available on stickers located on the IT Asset)</li></ul> <p>For assets already held within secure storage, the IT Asset Team will determine when these are ready for disposal. Once disposal is required, refer to Step 4 for more information.</p>
<b>2</b>	<b>Arrange collection or drop off</b>
	<p>Where possible, it will be arranged for the asset to be dropped off to a LapSafe cabinet or a designated office.</p> <p>Alternatively, a collection will be arranged by the IT Asset Team. IT Asset equipment must be stored securely before being dropped off or collected.</p>
<b>3</b>	<b>Asset re-use considered</b>
	<p>The asset will be checked by the IT Service Desk or IT Asset team and a decision made as to whether it can be re-used or not. Reusing equipment is promoted in support of the university's sustainability strategy.</p> <p>If the asset cannot be re-allocated, refer to Step 4. If the asset can be re-allocated, refer to Step 6.</p>
<b>4</b>	<b>Asset secured within a WEEE compliant store</b>
	<p>Once an asset is ready to be disposed of, it will be un-assigned from its previous owner and marked as 'ready for disposal' in the IT Asset Management (ITAM) system. Where required, the asset will be removed from other systems including Active Directory and Intune.</p> <p>The asset will then be stored securely in the appropriate campus WEEE Store whilst awaiting collection.</p> <p>WEEE Stores are located on each campus and are secured with access limited to only those who require it.</p>

	For larger collections, such as IT Lab replacements, the collection of any assets to be disposed of will be arranged directly from the IT Lab as part of the replacement process.
<b>5</b>	<b>Asset collected and recycled by approved third-party</b>  Periodically, the IT Asset Management team will arrange for the contracted third-party supplier to collect the WEEE waste from the secure WEEE stores.  Once the asset has been collected, the asset will be marked as 'disposed' within the ITAM system. A copy of the collection and data erasure certificate will be kept and details noted against the asset within the ITAM system.
<b>6</b>	<b>Reallocation of Asset</b>  Should the asset be suitable for reallocation/reuse, it will be unassigned from the previous owner and marked as 'in-stock' within the ITAM tool. The asset will then be stored securely ready for reassignment.  All assets must either be wiped and/or reset prior to being allocated to a new owner.