

CP009.1C Asset Management: Computer Disposal Workflow

Policy Type: Administrative/Operations
Revision Date: N/A

Training Required: No

Workflow

Step 1

Identify the computer you want to dispose of.

Step 2

Departments will submit a ticket to the help desk at help@medicine.unlv.edu.

Step 3

IT Office: The IT department will evaluate if the computer is not working or cannot be used by other departments. IT will have the hard drive destroyed in accordance with security standards. Asset will be removed from the inventory database and be disposed of.