

AGENCY: Southeastern Louisiana University
OFFICE: Property Control Department
TITLE: Computer Transfer/Surplus Requirements

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Policy for Transferring a Computer from One Department to Another

- A Department wishing to transfer a computer from their department to another department on campus should contact the Help Desk requesting that the computer be “wiped out” and made ready for transfer to another department.
- The Help Desk will pick up the computer to be transferred and the following steps will be performed:
 - A “Shredder” program will be run on the computer. This “Shredder” program will totally wipe out all files in such a way that nothing is left on the computer to possibly be retrieved.
 - The computer will be reformatted.
 - The operating system will then be reinstalled as well as all “free” software programs.
 - A label will be placed on the equipment to certify that the computer has been “wiped”, and reformatted for transfer. The label will also have a place for the technician who performed the work to place their initials.

The computer will be returned to the department who will then take care of all the paperwork to have the computer transferred and moved to the appropriate department.

Policy for Surplusing a Computer

- A Department needing to surplus a computer will generate the Property Control Surplus/Transfer Request Form for the computer to be surplused and contact the Help Desk requesting that the computer be “wiped out” prior to surplus to Property Control.
- When the Help Desk arrives to pick up the computer, the department will sign the form releasing the computer, and the Help Desk will sign the form receiving the computer. Help Desk will take original of form with computer, and department should make a copy of form for their records.
- After the Help Desk picks up the computer to be surplused, the following steps will be performed:
 - A “Shredder” Program will be run on the computer. This “Shredder” program will totally wipe out all files in such a way that nothing is left on the computer to possibly be retrieved.
 - A label stating “Hard Drive Sanitized” will be placed on the computer to certify that the Help Desk has wiped the computer clean and it is now ready for surplus. The label will also have a place for the technician who performed the work to place their initials.

- The computer will be delivered to Property Control with the Surplus/Transfer Request Form and Property Control will sign form completing the surplus.

Policy for Removal or Transfer of Software

Basic Computing Services keeps a software database of all software licenses purchased through our department. The software is assigned to the tag number for which it was purchased. The software stays with that tag number, unless the department requests that it be transferred to another computer. At that time, we make the adjustment in the database.

If the computer is to be surplus, the computer is marked as such in the Help Desk Software Database and the license then becomes available to be used on another computer within that department.

Policy for magnetic storage devices

Before Operations discards magnetic tapes, the information is erased using a high power Video/Audio Tape Eraser.

Conclusion

In order to stay current with the changing data security environment, these Guidelines and Procedures are subject to revision. Before any such changes take effect, a request for comments will be made to the relevant information technology groups (OT, ACS, BCS). The current version of the procedure will be posted in the Policies and Standards section of the Southeastern Louisiana University Office of Technology website.