



07.200.05 LIFECYCLE REPLACEMENT AND SURPLUS EQUIPMENT

Authority: Chancellor's Cabinet

History: Reformatted June 6, 2005; supersedes policy ITS 2.00; effective September 11, 2002

Source of Authority: Consolidated University of North Carolina Netstudy – Security Subcommittee Baseline Recommendations (Feb. 16, 2003); International Standard ISO17799

Related Links: [07.100](#) and [07.300](#)

Responsible Office: ITSD

I. Purpose

This document provides guidelines and procedures for responsible management of the Personal Computer Lifecycle Replacement Plan and the disposal of obsolete PC equipment at UNCW. This is not a comprehensive document covering all issues of the lifecycle replacement process, nor does it cover all aspects relating to the disposal of outdated and obsolete equipment. This policy establishes guidelines and procedures required to maintain a replacement cycle of personal computer equipment within the useful and expected lifetime of the equipment, with the targeted replacement at four and one-half year cycles.

II. Policy

A. General Statement

Effective March 1, 1999 the Chancellor charged the Vice Chancellor for Information Technology Systems Division with the development of a campus wide Lifecycle Computer Replacement Plan. The ITSD Client Services Department is responsible for the administration of this program. The UNCW PC Lifecycle Replacement Plan is designed to cycle equipment into and out of operation on a one-to-one ratio. This process will ensure user access to quality and up-to-date computer equipment through a cost effective model based on controlled equipment costs and balanced purchasing patterns.

III. Scope

A. The Lifecycle Computer Replacement Plan addresses the recurring computer replacement needs of the following campus units:

1. Academic Affairs

2. Business Affairs
3. Information Technology Systems Division
4. Student Affairs
5. Public Service and Extended Education
6. University Advancement
7. Chancellor's Office

- B. This policy relates to all computer equipment purchases regardless of source of funds to ensure both Lifecycle replacement and compliance with baseline standards.

IV. Oversight and Advisory Groups

The ITSD Baseline Standards for Computers and Networks Committee advises the Vice Chancellor of Information Technology on standards for hardware and software configurations. This committee is responsible for recommending the baseline standard configuration to be used for Lifecycle funding computer purchases. This committee is also responsible for reviewing waiver requests from campus units proposing deviation from the established standards as required by specific pedagogical and research needs

V. Approval

Equipment purchased with Life Cycle Funding allocations must meet the minimum requirements for computer equipment as established by the ITSD Baseline Standards for Computers and Networks Committee. Exceptions are reviewed and acted upon on a case-by-case basis.

VI. Principal and Guidelines

A. Lifecycle Replacement Plan:

1. The Lifecycle Replacement Plan focuses on personal computer technology replacement.
2. The plan is managed by ITSD with careful input regarding unit location provided by representatives from the academic or administrative constituent areas.
3. Funding for the Plan flows through ITSD and is utilized in accordance with the programmatic goals of the senior officials of the administration units.
4. Purchases are leveraged to maximize the benefit of available funds and all purchases are aligned with established Baseline Standards or approved exceptions.
5. The Department of Client Services monitors compliance of equipment purchases and the committee on Baseline Standards for Computers and Networks recommends and reviews standards regularly.
6. Waivers and exceptions to the baseline standards are granted on a one-time or continuous basis (3 years) and are based on justification

submitted to the Committee concerning the need to deviate from campus technology standards.

7. The resource projections for each organizational unit are calculated based on a personnel and computer lab formula.

B. Equipment Disposal Process:

1. Disposing of outdated equipment in the same ratio as new equipment is received from the Life Cycle replacement process is necessary to ensure UNCW users have access to quality and up-to-date computer equipment. For purposes of this policy, the *unit of analysis* listed below is the largest, reasonable organizational unit for monitoring and logistical purposes.
2. One organizational unit – Academic Affairs office and director offices
One organizational unit – each College or School
One organizational unit – each division (ITSD, BA, DPSEE, UA, SA, CO)
 - a. Timeline for tracking the replacement of Life Cycle funded computers:
 - i). Generally, organizational units receive Lifecycle funding allocations in September or October at which time the number of computers to be purchased is calculated.
 - ii). Each organizational unit determines which computers will be disposed during the current fiscal year. The number of computers designated for disposal should equal the number of computers being purchased for that organizational unit. This is essential in order to prevent a proliferation of aging, obsolete, out-of-warranty, unsupported, and incompatible systems. It is also essential for maintaining the number of computers that comprise the lifecycle replacement population in order to preserve the integrity and validity of the Lifecycle Replacement Plan.
 - iii). Each organizational unit then provides the Department of Client Services a list of the UNCW Fixed Asset System numbers of equipment to be disposed. This list must be complete prior to distribution of new equipment.
 - iv). Disposal of old equipment should occur when new computers are distributed, but no later than May 30th of the current fiscal year.
3. ITSD Client Services will monitor inventory reports for equilibrium and notify the organizational unit contact person of any inconsistencies by June 30th of the current fiscal year.
4. Each organizational unit must ensure software and confidential data is removed from the hard drive prior to sending the computer to surplus property. Erasing or deleting files on the hard drive does not

necessarily make the data non-retrievable. ITSD Client Services has acquired software to permanently blank the hard drive so data cannot be retrieved. Organizational units should blank the hard drives themselves or request assistance from Client Services. Organizational units that prefer to execute the blanking process themselves should contact the Technology Assistance Center (TAC) <http://www.uncwil.edu/dcs/helpdesk/> for access to software and instructions.

5. Organizational units must complete the proper section on the “Movable Equipment Change in Status” form to indicate this process has occurred. See the UNCW Policy ACG 2.60 - University Equipment for additional information relating to the surplus procedures for equipment.
<http://www.uncwil.edu/sp/admproc/acg260.htm>