



## Disposal of Technology Equipment

### Administrative Procedure 6.070

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**Board Governance Policy Cross Reference: 1, 2, 3, 12, 13, 16**

**Legal Reference:**

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**Date Adopted: June, 2012**

**Date Amended:**

**Date Reviewed: February, 2019; November, 2021**

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#### PREAMBLE

When a department or school determines that it has unneeded, outdated, or unused computer equipment that is in working condition, an effort should be made to redistribute it. The following policy provides for the disposition of these and obsolete equipment.

#### REGULATIONS

1. First consideration should be given to redistribution within the School District following local practices.
2. If other sites in the District show no interest, alternative arrangements for disposal should be made. Action must be carefully documented and the I.T. Department kept fully informed, using the form created by the Technology Department. (Appendix A)

#### Procedure:

1. The Principal/Manager of the education site will forward to the Director of I.T. a list of the equipment deemed to be obsolete using the form created by the Technology Department.
2. The Principal/Manager at each site, with the co-operation of the the School District of Mystery Lake Technology Department, shall ensure that the Electronic Storage Devices are re-formatted/wiped clean prior to relocation or disposal.
3. The Technology Department will investigate whether other sites in the District wish to obtain the equipment.
4. In the event there is no interest for the equipment, the Technology Department will investigate methods of disposal.

5. If the equipment is not claimed within two weeks or if the equipment is not in working condition, the Technology Department will request that the equipment be removed.
6. The Maintenance Department will dispose of the equipment that is not in working condition.
7. The School Administration is responsible to ensure hard drives, descriptions, District Numbers, and Inventory Numbers are sent to the I.T. Department prior to disposal of equipment.

**APPENDIX A**

**School:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School District of Mystery Lake  
Disposal of Equipment**

<b>SITE:</b>			
<b>Quantity</b>	<b>Description/Model Number</b>	<b>Location of the Equipment (room)</b>	<b>SDML # / Inventory #</b>
Additional Information: (Where the equipment is forwarded to or disposed of)			

**Principal's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:** Make sure that a copy is sent to the Director of I.T. and the Maintenance Department

**Technology Department**

Disposition Record of the above

**Maintenance Dept:**

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\_\_\_\_\_  
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