



ADMINISTRATIVE POLICY

Technology Asset Management

POLICY STATEMENT

Information technology assets are a critical to the operation of Nevada State College (NSC). It is necessary to safeguard and maintain these assets in order to receive the maximum benefit from them, to comply with state requirements regarding the disposition of assets, and to properly record and account for assets for tracking purposes.

REASON FOR POLICY

The purpose of this policy is to establish requirements and responsibilities for the procurement, tracking, removal, and protection of Nevada State College information technology assets.

PROCEDURES

Asset Procurement

Hardware and Software Procurement - All hardware and software must be procured using NSC purchasing department approved methods. Prior to purchase, hardware and software requests should be reviewed by Information & Technology Services (ITS) to ensure that it can be supported and will work within the NSC technology environment.

Asset Inventory

Asset Tagging - Information & Technology Services is responsible for tagging all technology assets according to guidelines set forth by the Nevada System of Higher Education (NSHE). Each inventoried asset must have a unique identifier tag that is physically attached to the item.

Asset Tracking - A record of all tagged assets shall be maintained while the asset is owned by the institution.

Asset Removal

Responsibilities - Disposal and disposal procedures of all technology assets and equipment will be centrally managed and coordinated by Information & Technology Services. ITS is also responsible for ensuring the eradication of NSC data on all IT assets slated for disposal, as well as the removal of asset tags and/or identifying labels.

Assets Selected for Removal/Disposal - Computers or computer related equipment over 5 years old and/or technology equipment that no longer meets requisite functionality, is

damaged and not cost effective to repair, or is no longer supported by the manufacturer may be selected for retirement/removal.

Acceptable Methods - Acceptable methods for the disposal of IT assets are as follows:

- Auctioned online
- Used as a trade-in against cost of replacement item
- Discarded as rubbish

Income Derived from Disposal - Whenever possible, it is desirable to achieve some residual value from retired or surplus IT assets. Fair market value for equipment is to be determined by reviewing completed online auction sales of similar equipment. Income derived from sales must be processed according to the NSC Funds Handling Policy.

Cannibalization of Assets Beyond Reasonable Repair - ITS is responsible for verifying and classifying any IT assets beyond reasonable repair. Equipment identified as such should be cannibalized for any spare and/or working parts that can still be put to sufficient use within the organization.

Data Sanitation - All hardware slated for disposal must be fully wiped clean of college data. This includes deleting all files and college-licensed software using an appropriate disk-sanitizer. This sanitizer must completely overwrite each and every disk sector of the machine with zero-filled blocks. If this task is handled by an external agent, a Certificate of Information Destruction must be obtained for the storage device being sanitized.

Disposal of Assets - Prior to the disposition of IT assets the following steps are to be taken:

- ITS to document make, model, serial number, and asset tag number of said assets.
- List of assets are provided to the Director of Information Technology for review and approval.
- List of assets are provided to the Business Office for review to verify if the items are capital equipment and, if so, record the disposition including residual value.
- Assets are physically removed from campus using an acceptable method of disposal.
- ITS to update internal inventory list to indicate assets have been removed from service.

CONTACTS

SUBJECT	CONTACT	PHONE	EMAIL
Primary Contact(s)	Brian Chongtai	702-992-2410	brian.chongtai@nsc.edu

DEFINITIONS

Disposal - Refers to the reselling, reassignment, recycling, or throwing out of equipment through responsible, ethical, and environmentally sound means.

Surplus - Refers to hardware that has been replaced by upgraded equipment or is superfluous to existing requirements.

Beyond Reasonable Repair - Refers to any and all equipment whose condition requires fixing or refurbishing that is likely cost equal to or more than total replacement.

RELATED INFORMATION

HISTORY

Revised 3/7/18