



APPENDIX A

INFORMATION SERVICES – DISPOSAL OF SURPLUS OR OBSOLETE EQUIPMENT

INTENDED PURPOSE:

The purpose of this Appendix is to provide a standard process for the handling of surplus, and the disposal of obsolete assets and equipment, purchased by Information Services within the District School Board Ontario North East (DSB1).

DEFINITIONS:

Asset: A physical item that Information Services within DSB1 has acquired or purchased.

Equipment: Anything kept, furnished, or provided by Information Services within DSB1 for a specific purpose.

Obsolete: Any asset or equipment that is no longer useful, because it is damaged, broken, unsafe to use, prohibitive to repair, out of date, or no longer needed because of changing technology or a change in the delivery of programs.

Surplus: Any asset or equipment that has not been used or is no longer needed at a DSB1 school, department or DSB1 location.

GENERAL

The intent of this Appendix is to obtain maximum utilization or recovery of funds when assets or equipment are no longer required for their original purpose. The disposal method chosen, should be the one that results in the best overall benefit to DSB1 and has minimum impact on the environment.

PROCEDURES

Information Services is solely responsible for the sale, or disposal of the assets that it has purchased.

Surplus assets and equipment will be:

1. Reallocated to schools or departments if the items are deemed suitable for re-use and the cost to redistribute these items is not prohibitive;
2. Disposed of, if Information Services deems the items are at the end of it's life or not needed by other DSB1 schools or departments.

DISPOSAL OF SURPLUS OR OBSOLETE ASSETS

The method of disposal used for a particular asset should be that, which results in limited cost to the Board and the best overall value to the Board. This includes but not limited to:

- Returning to original vendor for a refund;
- Having a contracted electronic device disposal and recycling service dispose of surplus or obsolete equipment;
- We may take advantage of local recycling options when necessary, ensuring confidential data is destroyed.

The electronic device disposal and recycling service must:

- Pick up surplus/obsolete equipment at no cost
- If equipment is going to be reused erase/wipe drives, a certificate of data erasure is provided
- If equipment is recycled, a certificate of recycling is provided
- If equipment is destroyed, a certificate of destruction is provided.