



## **IT Asset Disposal Procedures**

- 1.** The request for disposal of an asset must be made, in writing, to the Head of Corporate Services. The request must include details of the items to be disposed including Asset Tag Number, Serial Number, Type of item, make, Model and Location and the name of the contact.
- 2.** The Head of Corporate Services will make a decision whether the equipment can be disposed of or can be re-used elsewhere.
- 3.** Once the approval for disposal has been given the Corporate Services Team will arrange the secure storage of the equipment until it can be collected by the firm contracted to dispose of IT assets.
- 4.** Once a request has been submitted to the disposal contractor and a collection date agreed, it will be the responsibility of the Finance, Assets and Premises Officer to confirm the list of equipment actually removed by the contractor for disposal.
- 5.** A member of the Corporate Services Team must be present at the disposal collection to ensure only the correct items are taken for disposal by confirming asset tag and serial number of assets being collected and to ensure nothing else is removed from storage while unlocked by other employees.
- 6.** This list must be signed by the staff member, the contractor as well as the contractors waste disposal form. These forms must be photocopied - one copy retained by the contractor and one copy to be retained by the Commission.
- 7.** The Finance, Assets and Premises Officer will ensure the asset is removed from the asset register and is registered on the Disposals Register.