

# EQUIPMENT DISPOSAL

## Objective:

To determine if departments/units coordinate with IT when disposing of separately maintained computer equipment and are in compliance with applicable policies, procedures and regulations.

## Important Information:

Texas Administrative Code 202 specifies requirements for proper disposal of computers at state institutions. UHD's IT Division follows formal computer system reclaim and disposal procedures in accordance with these requirements. Computer systems that are brought back in from the field as part of the Faculty and Staff Desktop Computing and Satellite Lab Refresh Programs or from other deployments are inventoried and inspected. A software application that purges the computers' hard disk to DoD 5220.22-M specifications is then used to prevent future recovery or access to data or applications previously stored on the system. Once this process is completed successfully, the systems are moved to a secured storage area and are ready for reuse or donation.

Although most University computers are maintained by the IT Division, a few departments have computers that are maintained locally. When redeploying or disposing of these systems, departments should coordinate with IT and conduct proper disposal procedures for these systems to ensure that DoD 5220.22-M specifications are met.

## Potential Impact:

Improper equipment disposal can result in unintentional and unauthorized access to protected information. Potential legal consequences as well as negative public opinion could result if information obtained in this manner is used inappropriately.

## Helpful Tools:

- UHD Website:
  - [IT User's Handbook](#)
  - [IT: Help Desk](#)
- Other(s):
  - [DoD Issuances](#) (official site for access to Department of Defense publications)
  - [US Department of Defense 5220.22-M Clearing and Sanitization Matrix](#)
  - [Texas Administrative Code – Chapter 202 – Subchapter C \(TAC 202 C\)](#)

## Contacts:

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Help Desk  
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## Frequently Observed Weaknesses/Deficiencies:

- Equipment is disposed of without consulting with IT or applying a checklist from DOD 5220.22-M to ensure all protected, confidential, or sensitive information is permanently removed from the equipment.

## Best Business Practices:

1. Use of DoD 5220.22-M specifications to purge computer hard disk or other electronic equipment storage media.

## AREA

This questionnaire is designed so that “no” answers indicate that an internal control weakness may exist and the procedure/process may need to be examined in greater detail. **Comments should be provided for “No” answers.** When such weaknesses are identified, a change in the process may be necessary OR a control may need to be put into place to address the weakness. The appropriate UHD contact office (as outlined in the self-assessment text) may be contacted for assistance with identified weaknesses.

Self-Assessment of Internal Controls for Equipment Disposal	Yes	No	N/A	Comments
Are all computers maintained by IT taken out of service by IT staff to allow hard disk purging via DoD 5220.22M specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does department staff responsible for disposing of all technology equipment maintained by the department consult with IT prior to the equipment’s disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does department staff responsible for disposing of all technology equipment maintained by the department use DoD 5220.22-M specifications to purge computer hard disk or other electronic equipment storage media?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This is a living document and will be updated as revisions are necessary. Periodically, you may want to check for updates and revisions. We welcome any questions and feedback regarding the information contained in this tool including any comments regarding how this may be more useful and effective.