



Internal Memo

TO: Dr. Dan Aga, Acting President

FROM: ~~Grace Tulafono~~, Chief Information Officer *AG 4/1/11*

VIA: *[Signature]* *4/4/11*
Mikaele Etuale, VP of Administration and Finance

SUBJECT: Replacement / Disposal Process for new ARRA project equipment

DATE: April 1, 2011

I am writing to humbly request your approval for the attached process for the replacement and disposal of equipment, including computer desktops, laptops, netbooks, printers and projectors, in preparation for the technology equipment that will soon be delivered to ASCC through ARRA funding.

We ask your approval to implement this process immediately so that MIS can begin working with all departments directly affected by this process in preparation for the new equipment.

I hope this meets with your approval. If you have any questions or need anything else to assist with your review, please feel free to contact me.

Thank you.

Approval: *[Signature]* *5/8/11*
Dr. Dan Aga Date
Acting President



Technology Equipment Replacement and Disposal Process

A department may possess computer related equipment that is no longer required due to:

- *Obsolescence - cannot provide "basic level of service"; cannot be upgraded to handle required software/hardware
- New installation – computer is being replaced

*Obsolescence

Where ASCC possesses computer hardware that does not meet ASCC MIS Minimum Specifications and will not adequately meet requirements without an upgrade and/or repair expenditure of \$300 or more, that hardware should be removed from active support, network service and upgrade consideration. Generally, systems over 5 years old are considered obsolete. Such hardware should be considered for replacement and disposal.

Departments having obsolete equipment should contact MIS for disposal. Send email to support@amsamoa.edu or call x432.

Replacement

MIS may make recommendations on the replacement of computers. However, because the purchasing of computer systems is the responsibility of each respective department, it is the responsibility of the department to replace computer systems that can no longer be used.

There are times when ASCC receives general funding for technology equipment. When this happens, equipment may be purchased through funding outside of each department, and the installation and distribution of such equipment is coordinated between MIS and Deans, Directors or Department Heads.

All technology equipment replaced by new purchase is REQUIRED to be transferred to the MIS Department for proper documentation and disposal. MIS works with Property Management and Procurement to execute this process.

Disposal

All equipment submitted to MIS for disposal will undergo an initial screening and clearing process. All equipment that has the capacity to retain data is cleared of all existing data. Any software is reloaded, clearing all hardware of existing information.

Any equipment that can be upgraded to meet MIS minimum specifications with an upgrade and/or repair expenditure of less than \$300, MIS will repair.

The following lists, sorted by priority, the disposal process for technology equipment that have undergone the screening and clearing process.

1. Redistribute

Equipment will be redistributed for reuse within ASCC in the following order of priority:

- a. Replace technology equipment in departments with out-of-date computers. Priority for redistribution will be based upon technological need.
- b. Replace, or place, in approved student computer labs (connected to network)
- c. Replace, or place, in approved student writing labs (not connected to network)

2. Auction

Equipment that is not redistributed within ASCC will be included on a list of technology equipment to be auctioned off by the ASCC Procurement Office.

- a. 1st day of auction will be open ONLY to Students, Faculty and Staff of ASCC
- b. After first day, open up the auction to allow bids from the public

3. Donate

All equipment that has not been sold in the auction will be donated in the following order or priority:

- a. Equipment is donated to Trades and Technology Department to be used within its courses for demonstration and application purposes
- b. Equipment is donated to entities outside of ASCC that are interested in receiving the equipment (other ASG departments, IT vendors, schools, etc.)

4. Discard

Equipment that is not donated will be discarded in accordance with ASCC policies. A job order is completed for the Physical Facilities and Maintenance Division for retrieval and proper discarding of technology equipment.