

# Columbus State University Computer Equipment Lifecycle Policy

Revised 4/11/2014

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## 1.0 Background

Columbus State University (CSU) is committed to protecting the security and confidentiality of CSU computers and data. Much of this data consists of confidential and sensitive information, including student records, financial data, and personnel records. The University Information Technology Services (UITS) office in order to protect CSU data follows a computer lifecycle management process consisting of four phases purchase, installation, use and disposal.

## 2.0 Purpose

The purpose of this policy is to establish standards, guidelines, and procedures for the lifecycle management computer and technology related equipment at CSU. To educate CSU users on the importance of destroying data prior to disposing of any computer equipment, electronic devices, or electronic media and to provide standards for doing so.

This policy also ensures compliance with federal and state directives such as the Health Information Portability and Accountability Act of 1996 (HIPAA), the Gramm-Leach-Bliley Act (GLBA), and the Family Educational Rights and Privacy Act (FERPA).

## 3.0 Policy

- UITS should approve all technology purchases to ensure the compatibility and suitability of the equipment.
- CSU must attempt to purchase items from vendors under state contract.
- CSU may purchase items not available under contract from other vendors.
- The buyer should consult with UITS about such purchases, as a suitable substitute may be available under contract.
- Computer equipment use and installation phases of the lifecycle process are covered in the *Computer Equipment Use Policy*.

## 4.0 Procedures and Responsibilities

- Users must submit an eQuest request to receive a price quote for hardware or software purchases. It is important that the user supply all of the required information in order to avoid delays.
- UITS completes quotes on the official CSU Purchase Request form and sends them to the requester via e-mail or campus mail.
- The buyer's department is responsible for preparing the final purchase orders in accordance with CSU purchasing policies and procedures.
- The CSU Purchasing Department submits all orders to vendors.
- Warehouse Receiving takes delivery of purchased equipment, verifies its accuracy, registers it in the equipment database, tags it with a CSU bar code, and delivers it to the appropriate office for installation.
- Users must submit an eQuest request to have UITS dispose of old or otherwise unusable computer equipment and electronic devices and never throw computer equipment in the trash.
- UITS is responsible for complying with the State of Georgia Department of Administrative Services (DOAS) equipment disposal policies and procedures.
- UITS must remove hard drives from computer equipment, render them unreadable, and send them to (DOAS) separately.
- Users may throw removable media in the trash after destroying it by cutting, smashing, or breaking it. This also pertains to media that is "bad" or unreadable.

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- UITS must remove all CSU data from any device sent out for repair or replacement. This pertains to loaner or demo equipment as well as CSU owned equipment.