



**College of Letters & Science
Computer Hardware Surplus Process**

Updated March 7, 2006

Objective: To ensure that all end-of-life L&S computer hardware is appropriately surplused in accordance with UWM campus and State of Wisconsin policies on data security and hazardous waste disposal. See, for example:

- https://www3.uwm.edu/IMT/security/policies/uwm_security_plan.doc
- <http://www3.uwm.edu/dept/coreteams/members/files/DBP-4-23-04.doc>
- <http://www.bfs.uwm.edu/ASM/view.aspx?id=3.4.1&d=1> (ASM Policy: 3.4.1)

Process: For various reasons, an L&S department or unit may deem a given desktop computer, laptop computer, or server to be “at the end of its useful life”:

- the computer may no longer function;
- it may no longer serve a productive role in research support; or
- it may no longer support the L&S “desktop image” and networking.

Under circumstances such as these, an “end-of-life” L&S computer should be surplused as follows:

- Please complete this web form, requesting that your L&S unit’s computer or computers be surplused:
 - <http://www.uwm.edu/letscli/sito/support.html>
- The L&S IT Office will pick up the “end-of-life” hardware, thereafter ensuring that any data remaining on hard drives is fully deleted.
- The L&S IT Office will next arrange for the hardware’s final disposition, in accordance with university procedures.