Preparing Surplus Equipment for Destruction

**Premise:** University departments wishing to destroy end of life computing equipment, including those that may contain traces of sensitive data, can do so securely through the SE Request Process with the Surplus Equipment Department. The instructions below outline the basic steps for completing this procedure however additional details are listed on the Surplus Equipment website at [www.uc.edu/surplus](http://www.uc.edu/surplus).

1. Review the instructions listed at [http://www.uc.edu/af/budgetfinsvcs/asset/surplus/serequest.html](http://www.uc.edu/af/budgetfinsvcs/asset/surplus/serequest.html).

2. Physically prepare all assets in accordance with the procedure.

3. Complete the SE Request Form, available at the following web address: [http://www.uc.edu/content/dam/uc/af/budgetfinsvcs/asset/docs/SE_Request_Form.xlsx](http://www.uc.edu/content/dam/uc/af/budgetfinsvcs/asset/docs/SE_Request_Form.xlsx)
   - Hard drives should be left inside of computers and servers. (All electronic devices capable of storing sensitive information will be securely stored and then recycled with the memory devices destroyed once received at Surplus Equipment.)
   - If an item does not have a visible serial number or other unique identifying number on the exterior of the item, please assign a substitute serial number series such as “SN1”, “SN2”, “SN3” for all items where every item submitted has a unique identifier. Mark this substitute serial number on the exterior of the item using a black permanent marker and list the same number on the SE Request Form as the serial number.
   - If forwarding loose hard drives that have already been removed from computers/servers, each hard drive must be listed individually and include the serial number per the UC Information Security Data Protection Policy.
   - If forwarding electronic storage media other than complete systems or loose hard drives (CD's, DVD's, computer memory, flash drives, cell phones, or any other loose items capable of storing sensitive data), the items may be listed as "a box of 42 CD's" but the description must include the quantity and description of all items enclosed.

4. Send the completed form to Asset Management via email at assets@uc.edu.

5. Asset Management will review the request, assign a SE tracking number and forward the pickup request to UC Moving Services to schedule a pickup date and time.

6. Asset Management will send surplus pickup labels to your mail location. Affix one of the labels to each individual item documented for pickup on the request form.

7. Ensure that all surplus items are stored in a locked area until they are picked up by moving services.

**Note:** Surplus Equipment may change the SE Request Process at any time. Be sure to check their website before submitting a request: [http://www.uc.edu/af/budgetfinsvcs/asset/surplus/serequest.html](http://www.uc.edu/af/budgetfinsvcs/asset/surplus/serequest.html).