

**ASHLEY COUNTY MEDICAL CENTER  
GENERAL POLICIES AND PROCEDURES**

**TITLE/DESCRIPTION:**

Computer Equipment Disposal

**FILING NUMBER:**

1040

**EFFECTIVE DATE:**

March 1, 2015

**APPLIES TO:**

All Departments

**APPROVED BY:**

Administration

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**POLICY:**

All computer equipment must be cleaned of any patient related or hospital related information prior to disposal, regardless of how Ashley County Medical Center chooses to dispose of the equipment. If equipment cannot be cleaned then the equipment must be physically destroyed by the IT department.

For equipment that is listed under Fixed Assets (anything \$5,000 and above), the IT director will request permission from Administration before disposal.

For equipment that is not listed under Fixed Assets (anything under \$5,000) but was purchased for more than \$1,000 the IT director will request approval from the Executive Staff member over the IT department.

The IT Director has approval to dispose of any equipment that was purchased for less than \$1,000. The IT Director will advise the Executive Staff Member of the disposal.

After permission is granted the IT department will document the name and serial number of the equipment before disposal.

**DISPOSAL ACTIONS:**

1. For equipment that cannot be sold or re-used the IT director will dispose of the equipment in the trash bin behind Engineering. If the equipment has any value to be given from a recycling center, then the equipment will be given to engineering to take and recycle.
2. For equipment that has value and can be sold the IT director will take the equipment to Materials Management to be sold either to employees or to other businesses.