

1100.0.0 DISPOSAL OF SURPLUS COMPUTER EQUIPMENT (Ark. Code Ann. § 25-34-102, et seq)

This policy applies to all Department of Human Services (DHS) divisions and employees. It establishes procedures for disposing of surplus computer equipment to achieve the maximum possible benefit from use of state agency owned computers, electronics, and peripherals and the maximum benefit from the sale of surplus state agency assets.

1100.1.0 Definitions

- 1100.1.1 Computer - A programmable electronic machine that performs high-speed mathematical or logical operations or that assembles, stores, correlates, or otherwise processes information.
- 1100.1.2 Computer peripheral - Any device attached to a computer, by cable or remote connection that enhances the functionality of the computer to which the peripheral is attached. Examples are the monitor, keyboard, mouse, and printer.
- 1100.1.3 Computer component - Any device contained within the computer's box that is essential to its operation. Examples are the processor, motherboard, power pack, and hard drive.
- 1100.1.4 Surplus computer equipment - Computers, computer peripherals, and computer components no longer in use in an agency, but which have residual market value.
- 1100.1.5 Obsolete computer equipment - A computer, or computer peripheral that is no longer under warranty and is no longer fit for use because it uses components no longer adequate to achieve the equipment's intended state government purposes, or because the cost of repair or replacement would be greater than the equipment's residual market value.

1100.2.0 Responsibilities

- 1100.2.1 Unit Manager: Unit Managers or Division designee shall make the initial determination that the computer/peripheral meets conditions of being obsolete as defined above.
- 1100.2.2 Property Identification: Unit Manager or Division designee will furnish by email (email address: DHS OST Equipment) the following information for each item of obsolete computer/peripheral equipment: brand, model, serial number, inventory tag number (if any), purchase date and price (if available) and service warranty expiration date (if available).
- 1100.2.3 Redeployment: Upon receipt of property identification, the Office of Systems & Technology (OST) will arrange for determination of fitness of obsolete computer equipment for other useful purposes within DHS. This determination will be based upon OST's estimate of the equipment's remaining useful life and OST's knowledge of existing needs within DHS where the equipment can be redeployed with minimal support cost. Upon redeployment of the equipment, the originating Division will arrange for delivery to the redeployment site. For equipment not redeployed, the originating Division will arrange for delivery to the DHS Warehouse.
- 1100.2.4 Preparation for Sale or Disposal: For equipment not redeployed, the DHS Chief Information Officer's (CIO) designee will arrange for clearing all data and software in compliance, at a minimum, with prevailing standards issued by the State Executive CIO.

DHS CIO's designee will document compliance by affixing a release tag or documentation to the equipment. Before transfer of possession, DHS Warehouse must ensure equipment delivered to Marketing & Redistribution (M&R) bears the appropriate OST release documentation.

- 1100.2.5 Equipment Not Redeployed: Equipment not redeployed may be donated to Arkansas Public Schools or local governments, though schools and local governments are not required to accept the donation. Equipment not redeployed or not donated may be sent to the M&R Section, DFA.
- 1100.2.6 Back Stock: OST may keep a back stock of computer hardware and electronics for the purpose of parts harvesting for the repair, maintenance, and upgrade of computers in use. Back stock shall not exceed 10% of the number of state employee computers in the agency.

1100.3.0 Initiating Department

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