Summary
The Computing Services Group (CSG) is the steward of information technology resources in the college purchased with central college funds. This category of equipment is replaced periodically as it become outdated, unsupportable, fails, is superseded by new equipment or as technological changes require. This document outlines the process and disposition options for retiring equipment of these types.

Our Goal
The college is committed to being a good citizen in the campus, providing a value-add to its faculty, staff and students, supporting the endeavors of charitable organization and proving for the green disposition of waste materials. This process is reflective of these ideals.

Retirement Process
Equipment identified for retirement will go through the following steps as appropriate for the disposition.

1) **Ensure the security of the college environment and data** - All operating system settings, programs and program settings and information belonging to the university or any user of the computer will be removed.

2) **Ensure the device is clearly identifiable as not in Human Ecology service** - All service tags, identification markings, name plates, stickers or other identifiers that are added after receipt of the device will be removed or defaced.

3) **Ensure the equipment disposition is recorded** – Record the change in status, new owner, value and payments as defined by the tracking system used.

4) **Provide guidance on any support and legal obligations of Human Ecology** – Identify clearly in writing and orally the expected level of support and warranty (vendor or local) provided as part of the transfer of ownership.

Priority of Disposition
In instances where demand for retired equipment outweighs the supply, the disposition should account for the following aspects:

1) Cornell owns the equipment and reutilization should be the first option

2) If the value of the retired equipment outweighs the administrative cost of recovering the value, the equipment should be sold; otherwise it should be donated or provided free-of-charge

3) The equipment should be disposed of in a process that provides for the green recycling, disposal or recovery of the constituent materials

Questions or Comments
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