I. Purpose

This document provides all faculty, staff and other interested parties guidelines and procedures for responsible management of university owned computers and cell phones including desktops, and laptops. This consists of the purchase, inventory, lifecycle and disposal of all university owned computers and cell phones. While this is not a fully comprehensive document covering all issues of computers or cell phones it is intended to establish guidelines and procedures for the responsible management of these university owned resources. This policy relates to all computer purchases regardless of source of funds to ensure accurate inventory of all UNCW owned computers under $5,000 as well as data security and proper disposal of all computers regardless of value. Those systems with a value over $5,000 are tracked as part of UNCW’s fixed assets inventory.

II. Policy

General Statement
Effective March 1, 1999 the Chancellor charged the Vice Chancellor for Information Technology Systems Division (ITSD) with the development of a campus wide Lifecycle Computer Replacement Plan. In addition, on July 1, 2009, ITSD was also charged with tracking computers under $5000. This involves identifying processes for maintaining inventory of computers with individual values under $5000 and to secure the data on these computers. The ITSD Resource Management Department is responsible for the administration of both of these programs. The UNCW Lifecycle Replacement Plan is designed to cycle equipment into and out of operation on a one-to-one ratio. In addition to this plan, ITSD is responsible for maintaining equipment standards and, through the Baseline Standards Sub-committee, establishing baselines for equipment purchases. This process will
ensure user access to quality and up-to-date computer equipment through a cost effective model based on controlled equipment costs and leveraged purchasing. This will also establish a process for exceptions for purchasing equipment outside the baseline and for ensuring that the necessary tools (such as software) are in place to manage the purchase, inventory and disposal process. Cell phones purchased by the university are subject to the surplus/disposal section of this policy.

III. Oversight and Advisory Groups

The ITSD Baseline Standards sub-committee advises the Vice Chancellor of Information Technology on standards for hardware and software configurations. This sub-committee is responsible for recommending the baseline standard configuration to be used for all campus computer purchases. The Office of IT Security in coordination with the Departments of Resource Management and Client Technology Services determines additional software to be installed on or processes put in place for all university owned machines to protect the university’s sensitive data. These offices are also responsible for reviewing requests for any exceptions to these standards.

IV. Approval

All computers purchased with University funds must meet these requirements or request for an exception must be sought from ITSD. Exceptions are reviewed and acted upon on a case-by-case basis by Client Technology Services.

V. Guidelines

A. Computer Purchases:

1. Computer purchase guidelines apply to all computers purchased.

2. Lifecycle purchases are leveraged to maximize the benefit of available funds and all purchases are aligned with established Baseline Standards or approved exceptions.


4. Waivers and exceptions to the baseline standards are granted on a one-time basis based on justification. The form can be found at http://www.uncw.edu/itsd/documents/Exceptionform.doc
B. Computer Inventory:

1. Computer inventory guidelines apply to all computers under $5,000.

2. Each department/division is responsible for maintaining an accurate listing including serial number and location of their computer equipment.

3. Each department/division will be asked to validate the centrally managed inventory of computer equipment.

4. ITSD may require special software and/or network access for all computers as a means to maintain security of computers and more importantly data residing on the computers.

5. Submission of a completed inventory by each department/division is required for eligibility of life cycle purchases.

C. Lifecycle Replacement Plan:

1. The Lifecycle Replacement Plan focuses on computer technology replacement.

2. The plan is managed by ITSD with direction regarding unit assignment provided by representatives from the academic or administrative constituent areas.

3. Funding for the plan flows through ITSD from a dedicated technology fee and is utilized in accordance with the programmatic goals of the senior officers of the administration units.

4. The resource projections for each organizational unit are calculated based on a personnel and computer lab formula.

5. Each staff/faculty member can identify one system, either a desktop or laptop, as their primary system to be replaced with lifecycle funds.

6. Timeline for tracking the replacement of lifecycle funded computers:

   (a) Department/divisions receive Lifecycle information in the September/October timeframe requesting their prioritization in their respective area for the fiscal year. In addition to a current inventory, they should have a list of new computer locations and roll down/removal of other equipment.

   (b) Each department/division determines which computers will be removed from their inventory during the current fiscal year. The number of computers designated for removal should equal the number of computers being
purchased for that department/division. This is essential in order to prevent a proliferation of aging, obsolete, out-of-warranty, unsupported, and incompatible systems. It is also essential for maintaining the number of computers that comprise the lifecycle replacement population in order to preserve the integrity and validity of the Lifecycle Replacement Plan.

(c) Each department/division then provides the ITSD Resource Management department a list of equipment to be removed from their inventory with the computer serial number. This list must be provided prior to distribution of new equipment.

D. Computer and Cell Phone Disposal:

1. Disposal guidelines apply to all computers and cell phones regardless of cost or funding source.

2. Each department/division will identify the computer or cell phone use when sending the system to Surplus Property. ITSD will review each device prior to release for sale by Surplus Property to verify appropriate data removal or destruction.

3. Lifecycle Disposal:

   (a) Each department/division is responsible for assigning outdated equipment in the same ratio as new equipment is received. This is imperative to ensure UNCW users have access to quality, up-to-date computer equipment and support.

   (b) Each department/division will provide the list of computers that will be removed from their inventory when new computers are distributed but no later than May 30th of the current fiscal year.

   (c) ITSD department of Resource Management will monitor inventory reports to ensure the ratio of one new unit received to one unit removed from division/department inventory is in balance and will notify the department/division contact person of any inconsistencies by June 30th of the current fiscal year.

4. Non-Lifecycle Disposal:

   See the UNCW Policy 05.164 - University Equipment for additional information relating to the surplus procedures for equipment.

5. Equipment purchased at the Surplus sale is considered personal and not university owned or supported equipment.