

NHS ORKNEY

ASSET DISPOSAL PROCEDURE

Date	Version	Comments
March 2010	V1.1	
December 2011	V1.2	Revised following IT Internal Audit Report 09.11/12
April 2013	V1.3	Revised following Internal Audit Report 13.12/13

V1.3
April 2013

1. Statement

It is essential that an accurate an up-to-date list of disposals of the Board's Computer and Communications equipment is maintained.

2. Responsibilities

It is the responsibility of all IT Staff to ensure this procedure is adhered to.

3. Assets in all NHS Orkney locations, including GP Practices, are included in the procedure.

4. **ALL** disposals must be recorded in the asset register **BEFORE** being disposed of.

5. Assets due for disposal must be disposed of as soon as possible after having been identified for disposal in order that costs can be charged to the correct department.

6. If the asset doesn't exist on PlanetFM it must be added as detailed in the Asset Management Procedure.

7. The asset details shall be checked, the description field shall contain the following: 'Scrapped date' e.g. 'Scrapped 20th September 2007', the Status field shall be changed to 'X' and the Last Tracked field shall be set to the date of disposal.

8. The asset number of the PC must be written any disks removed from Servers, PCs and Laptops.

9. Any magnetic media e.g. disks, tapes, etc must be degaussed before disposal. After degaussing magnetic disks must be destroyed in the disk crusher.

10. Where possible the asset shall be rendered unusable e.g. power cables must be removed and ribbon cables, etc must be severed before the asset is disposed off.

11. Assets for disposal must be stored safely in the IT Suite ready for porters to collect and take to the OIC waste depot.

12. If assets are sold (e.g. Monitors) the name of the purchasers should be added to PlanetFM.

13. PCs, laptops and Servers must be removed from Active Directory before being disposed off.

14. PCs, laptops and Servers must be removed from the AVG console before being disposed off.

15. Disks encrypted with Safeboot must NOT be unencrypted before disposal, i.e. they must be encrypted when disposed off.