

## **Disposal of Obsolete Computer Equipment (10/09/06)**

Federal and state law requires the DOE to appropriately recycle computer equipment, including all glass, metal, batteries, transformers, and other electronic components in computers, printers, and related devices. Failure to meet this obligation could subject the DOE to fines and compromise any confidential data left on the equipment.

Therefore, all disposal and recycling of DOE computer equipment should be performed by our contracted vendor, Dell Managed Services. Note that schools must pay a fee for this service. However, before you dispose of any computer equipment that is technologically and/or educationally inappropriate for your school, you must first be advertise it to other schools for a period of two weeks. To learn more about the procedures for advertising equipment, consult section **3.10** of the **Standard Operating Procedures chapter on inventory** ([click here](#)).

Approximately 30 business days after Dell picks up material for disposal, they will send you a settlement report and a certificate of disposal. The Settlement Report provides item descriptions, including serial numbers and asset tag numbers (which Dell will remove from the DOE's inventory list). The certificate of disposal verifies that any data on the hardware is no longer retrievable. Please keep a copy of this certificate for audit purposes.

[Click here](#) for more information about the cost of Dell's services and how to schedule a pickup (under "Asset Recovery"). For additional information, contact Robert Satriano at (718) 935-5200 or [RSatria@schools.nyc.gov](mailto:RSatria@schools.nyc.gov).