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COMPUTERS or PERIPHERALS FOR REPLACEMENT  
AND/OR DISPOSAL  
PROCEDURE (CUR-P015)  
Milford Public School District

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**1.0 SCOPE:**

- 1.1 This procedure describes the process in which the Milford Public Schools determines replacement and/or disposal of computers or peripherals.

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Computer Coordinators

*Authorized Signature on File*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3.0 APPROVAL AUTHORITY:**

- 3.1 Associate Superintendent of Teaching and Learning

**4.0 DEFINITIONS:**

- 4.1 None

**5.0 PROCEDURE:**

- 5.1 The Computer Coordinator shall identify computers or peripherals (valued more than \$300) for replacement and/or disposal based on:
  - 5.1.1 Cost benefit analysis of upgrade or repair.
  - 5.1.2 Ability to run current software programs.
- 5.2 Any computers or peripherals will have any useable parts removed prior to disposal.
- 5.3 Inventory tags and/or serial numbers will be recorded for all computers or peripherals identified for recycling.
- 5.4 All computers or peripherals will be offered for recycling or donation to PTA/PTO or civic organization prior to disposal.
- 5.5 Computer Coordinators will maintain list of computers or peripherals (valued more than \$300) disposed or recycled for three (3) years.

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Inventory Disposal form (PUR-F002)
- 6.2 List of disposed/recycled computers or peripherals by Computer Coordinators

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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Inventory Disposal form (PUR-F002)	Computer Coordinator's office	3 years	Discard as desired	File cabinet
List of computers/peripherals	Computer Coordinator's office	3 years	Discard as desired	File cabinet

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
02/01/2006	A	Initial Release

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