DIVISION OF STATE AGENCIES SUPPORT SERVICES
SURPLUS PROPERTY OFFICE

IT EQUIPMENT CERTIFICATION AND DISPOSAL PROCEDURE

PURPOSE
This procedure establishes the processes for the proper sanitization, certification, turn-in and disposal of information technology (IT) equipment owned by any state or public agency, as defined by the SC Code of Laws §30-1-10(B), that has been designated for disposal by the Surplus Property Office. All state and public agencies are required by law to comply with the "Information Media Disposal Procedure – SCDIS-501" as published by the Division of Information Security to ensure that any sensitive information has been removed.

TYPES OF EQUIPMENT
Information technology (IT) equipment is defined as any device with electronic memory storage capabilities to include the following items:
- Computers (desktop and laptop)
- Portable Hard Drives
- Copiers and Multi-function Office Machines
- Printers
- Optical Storage Devices
- Cellular and Smart Phones
- Handheld Computing Devices and Tablets

AGENCY PROCESS
1. The owning agency should identify IT equipment that no longer has a useful life to the program area to determine which equipment to declare as surplus and complete a Turn-in Document (TID) that includes only IT equipment.
2. The completed TID should then be transmitted to the owning agency's internal information technology department or outside IT service provider to coordinate the sanitization of surplus IT equipment prior to disposal. The sanitization process must comply with the "Information Media Disposal Procedure – SCDIS-501" as published by the Department of Administration's Division of Information Security.
3. Once the equipment has been sanitized, the agency will complete an "IT Equipment Disposal Certification" form and attach it to each device, and the agency will forward the completed TID to the Surplus Property Office.