

**BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

POLICY E-7

DISPOSITION OF OBSOLETE AND UNUSABLE COMPUTER EQUIPMENT

Section 1. General

- 1.1 Scope — Policy regarding the donation of computers and computer equipment to eligible organizations.
- 1.2 Authority — WV Code §18B-5-7 Disposition of obsolete and unusable equipment, surplus supplies and other unneeded materials
- 1.3 Effective Date — July 12, 2013

Section 2. Purpose

BridgeValley Community and Technical College (BridgeValley) shall establish procedure for a donation program of surplus computers and computer-related equipment to qualifying organizations, consistent with this Policy and West Virginia Code §18B-3-2. The President may delegate responsibility for establishing these procedures to the Chief Information Officer or their designee.

Section 3. Definitions

- 3.1 “Surplus computers and computer-related equipment” includes, but may not be limited to, desktop computers, servers, laptops, computer hardware, monitors, scanners, digital projectors, external drives or storage devices, printers or plotters, and other computer equipment which have been determined according to BridgeValley procedures not to be of use to departments or divisions within the BridgeValley.
- 3.2 A “qualifying organization” may include an educational facility, nonprofit organization, juvenile detention center, municipal and county public safety office, or other public, charitable or educational enterprise or organization within the state of West Virginia which has been approved consistent with the procedures established pursuant to this Policy.

Section 4. Procedure

The procedure shall identify a single office responsible for operation of the donation program and shall, at a minimum, establish methods for:

- 4.1 Identifying qualifying organizations to which donations of surplus computers and computer-related equipment may be donated;
- 4.2 Identifying surplus computers and computer-related equipment qualifying for donation under this Policy (“available equipment”);

- 4.3 Identifying available equipment which would not be of value to qualifying organizations due, for example, to age or condition, and determining options for recycling, where appropriate and practicable.
- 4.4 Establishing a method for fair and impartial distribution of available equipment to qualifying organizations. The procedures shall provide that all available equipment shall be listed on a specified BridgeValley web site no less than ten (10) days prior to the award of the donated equipment. Qualifying organizations shall be responsible for monitoring the BridgeValley web site for notification of a pending donation. All equipment eligible for donation shall be listed. The donated equipment shall be made available on a first-come, first-served basis. Procedures may provide a mechanism for limiting the amount of available equipment that may be made available when more than one qualifying organization has requested equipment;
- 4.5 Creating and maintaining records and accounts that clearly identify a description of the equipment donated, the age of the equipment, the reasons for declaring the equipment obsolete, and the name of the individual representing the qualifying organization and the name of the organization to which each item is donated. Records shall be maintained by the BridgeValley Office of Financial Affairs for at least two years from the date of donation, unless a longer period of time is required by applicable law; and
- 4.6 Addressing the need for the security of data and other information contained on surplus computers and computer-related equipment identified for donation, taking into account such issues as state and federal privacy laws, proprietary information, licensed software and sensitive BridgeValley information.