



# Guidelines for Disposal of ICT Resources

## IIUM ICT GUIDELINES

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

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### **Document Change Log**

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	21-JAN-2009		

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### Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Muhamad Kamal Najib b Fikrey Najib, ITD	Initial draft	12/01/2009	-
Muhamad Kamal Najib b Fikrey Najib, ITD	Reviewed by ICT Policy Review Committee Meeting No. 1/2009	21/01/2009	-
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## 1. OBJECTIVE

The objective of this document is to define the guidelines for Disposal of ICT Resources.

## 2. TERMS AND DEFINITIONS

Term	Definition
ITD	Information Technology Division

## 3. GOVERNING POLICY

- 3.1 (IIUM/ITD/ICTPOL/2.1) Policy for Management of ICT Resources (Staff)
- 3.2 (IIUM/ITD/ICTPOL/2.2) Policy for Management of ICT Resources (Student)
- 3.3 (IIUM/ITD/ICTPOL/2.3) Policy for Procurement of ICT Resources
- 3.4 (IIUM/ITD/ICTPOL/2.7) Guideline For Inventory of ICT Resources
- 3.5 Financial Policy No.27 – Property Disposal Authority
- 3.6 Financial Policy No. 28 – Property Disposal Determination

## 4. GUIDELINES

Category of ICT Resources for Disposal:

1. The ICT resources are damaged and cannot be repaired or the cost to repair is expensive.
2. The ICT resources have been in service for more than 5 years and are outdated.

The following are guidelines on the Disposal of ICT Resources:

1. Application for Disposal of ICT resources shall be initiated by officially informing ITD through a letter attached with the list of ICT resources to be disposed of.
2. The list of ICT resources to be disposed of shall consist of a type of ICT Resources, quantity, serial number and ITD tag number.

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3. The letter and list shall then be forwarded to the Head of the Department (Computer and Server Management, ITD).
4. An officer from the Department of Computer and Server Management, ITD will visit the
5. Kulliyah/Division/Centre to check the ICT resources to be disposed.
6. The ITD officer shall then issue an ICT Resource Disposal Report to the person in charge at the Kulliyah/Division/Centre.
7. The person in charge of the disposal of ICT resources shall complete the ICT Resource Disposal Report.
8. A proposal to dispose of the ICT resources attached to the ICT Resource Disposal Report shall then be submitted to the Finance Division for approval.
9. Once the proposal has been approved, the Kulliyah/Division/Centre shall dispose of the ICT Resources and update the IIUM ICT Inventory System accordingly.

### **5.0 RESPONSIBILITY FOR IMPLEMENTATION**

The responsibility for the implementation of this guideline resides with the Head of Department (Computer and Server Management, ITD).

### **6.0 ENTITIES AFFECTED BY THIS POLICY**

All staff of the University is affected by this policy