



# Guidelines for Disposal of ICT Resources -DRAFT

## **IIUM ICT GUIDELINES**

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

**IIUM ICT GUIDELINE**

***Document Change Log***

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**Responsibility and Activity Log**

| <b>Requestor</b>                           | <b>Description</b>                                               | <b>Submission Date</b> | <b>Approval Date</b> |
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| Muhamad Kamal Najib<br>b Fikrey Najib, ITD | Initial draft                                                    | 12/01/2009             | -                    |
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## IIUM ICT GUIDELINE

### 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 ICT Policy
- 3.2 ICT Regulations
- 3.3 Information Management Policy
- 3.4 IIUM ICT Security Procedure
- 3.5 IT Infrastructure Library(ITIL)
- 3.6 Control of Business IT(COBIT)
- 3.7 Guideline for Responsible Use of ICT Resources
- 3.8 Policy for Procurement of ICT Resources
- 3.9 Guideline For IT Asset Management

### 4. GUIDELINES

- 4.1 This guideline shall be implemented in accordance with IIUM's Anti-Bribery Management System (ABMS) in compliance with **ISO 37001:2025** requirements to ensure transparency, integrity, and accountability in all processes. All processes, decisions, and activities under this guideline must uphold the principles of integrity, transparency, and accountability, and shall be free from any form of bribery or corruption.
- 4.2 This guideline shall be implemented in accordance with IIUM's ICT Security Procedure in compliance with **ISO/IEC 27001:2022** requirements to ensure confidentiality, availability and integrity in all processes. All processes, decisions, and activities under this policy/guideline must uphold the principles of confidentiality, availability and integrity as to protect the information data and assets.
- 4.3 Category of ICT Resources for Disposal:
  - 4.3.1 The ICT resources are damaged and cannot be repaired or the cost to repair is expensive.

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4.3.2 The ICT resources have been in service for more than 5 years and are outdated.

4.4 The following are guidelines on the Disposal of ICT Resources:

4.4.1 Application for Disposal of ICT resources shall be initiated by officially informing ITD attached with the list of ICT resources to be disposed of.

4.4.2 The list of ICT resources to be disposed of shall consist of a type of ICT Resources, quantity, serial number and ITD tag number.

4.4.3 The letter and list shall then be forwarded to the Head of the IT Resources Unit, ITD.

4.4.4 An officer from ITD will visit the Kulliyah/Division/Centre to check the ICT resources to be disposed.

4.4.5 The ITD officer shall then issue an ICT Resource Disposal Report to the person in charge at the Kulliyah/Division/Centre.

4.4.6 The person in charge of the disposal of ICT resources shall complete the ICT Resource Disposal Report.

4.4.7 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.

4.4.8 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 Director, ITD.

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

All staff of the University is affected by this policy.