



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي اِسْلَام، اِنْتَارَا اِيْحْسِيَا مِلِيْسِيَا

Garden of Knowledge and Virtue

Guidelines for Disposal of ICT Resources

International Islamic University
Malaysia (IIUM)

Document Change Log

Version	Revision	Date	Pages Affected	Remarks/Change Reference
Version 01	00	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	-
Muhamad Kamal Najib b Fikrey Najib, ITD	Approved by ICT Policy Review Committee Meeting No. 1/2009	-	21/01/2009
Muhammad Izzat Bin Mohd Bahamam	Endorsement by ITD Management	10/06/2026	10/06/2026

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. GUIDELINES

3.1 Category of ICT Resources for Disposal:

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- 3.1.2 The ICT resources have been in service for more than 5 years and are outdated.

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

- 3.2.1 Application for Disposal of ICT resources shall be initiated by officially informing ITD attached with the list of ICT resources to be disposed of.
- 3.2.2 The list of ICT resources to be disposed of shall consist of a type of ICT Resources, quantity, serial number and ITD tag number.
- 3.2.3 An officer from ITD will visit the Kulliyah/Division/Centre to check the ICT resources to be disposed of.
- 3.2.4 The ITD officer shall then issue an ICT Resource Disposal Test Report to the person in charge at the Kulliyah/Division/Centre.
- 3.2.5 The person in charge of the disposal of ICT resources shall complete the ICT Resource Disposal Test Report.

3.2.6 A proposal to dispose of the ICT resources attached to the ICT Resource Disposal Test Report shall then be submitted to the Finance Division for approval.

3.2.7 A proposal to dispose of the ICT resources attached to the ICT Resource Disposal Test Report shall then be submitted to the Finance Division for approval in strict accordance with established Finance procedures and asset write-off guidelines.

3.2.8 All data and content on ICT equipment must be securely erased and completely written off before disposal or transfer to prevent data recovery or unauthorised access. The appointed vendor shall submit a formal evidence report to the respective Asset Disposal Committee at KCDIOM.

4 RESPONSIBILITY FOR IMPLEMENTATION

The responsibility for the implementation of this guideline resides with the Director, ITD.

5 ENTITIES AFFECTED BY THIS POLICY

All staff of the University is affected by this policy.

6 RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

7.1 IIUM ICT Policy

7.2 ICT Regulations

7.3 Information Management Policy

7.4 IIUM ICT Security Policy

7.5 Guideline for Responsible Use of ICT Resources

7.6 Policy on Technical Approval for the Procurement of ICT Resources

7.7 Guideline For IT Asset Management

7.8 Policy of IIUM Asset Management

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