Scope
This procedure applies to all Yale School of Medicine students, faculty, administration, and educators.

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1. Section 1 Overview
Per University policy 1610 PR.02 Disposal of Obsolete Computers and Peripherals, Yale owns computers and peripherals purchased with University funds and the policy lays out appropriate steps to dispose of computers and peripherals that no longer have value to the University. Policy 1610’s procedure to sell computers and peripherals no longer applies to computers and cellular phones purchased with funds from any YSM department.

2. Section 2 Rationale
Determining fair market value has a significant institutional risk for YSM. In addition, the longevity of most modern devices enables use or redeployment for longer periods of time, allowing the University to get more value from its purchases.

3. Section 3 Specific Procedures
All YSM purchased computers and cellular phones that have reached the end of their functional life as currently assigned or become available upon the departure of the person to whom they were assigned must be delivered to Health Sciences Information Services (HSIS) or the designated IT support provider team. For HSIS handling, either bring the device to the IT Service Center, Room LE-20, Harvey Cushing/John Hay Whitney Medical Library, 333 Cedar Street or for pickup at a department location, please submit a request to the ITS Help Desk.

Health Sciences Information Services (HSIS) or the designated IT support provider will remove any data from the computer or cellular phone and restore the device to its
factory settings. In consultation with the respective department lead administrator, HSIS or local IT support will determine whether the computer can be re-deployed (including to the individual filling the position of the previous user), donated, or recycled. Upon request, IT support will assist with removing any personal information from devices before they are restored to factory settings. Upon request, and with department lead administrator approval, IT support will assist with porting the telephone number of a cellular phone to a personal account.

Any request to donate computers or cellular phones to a specific IRS 501(c)(3) tax exempt organization will be reviewed with a department’s lead administrator.

An exception to the above procedure is the provost’s office guidance on faculty retirement, which states that “retired tenured faculty are entitled to keep for their own use computers provided for them by the university prior to their retirement.” Tenured faculty planning retirement should contact the ITS Help Desk or their designated IT support provider for facilitation with transitioning their university computer(s) to personal ownership.

Contact Information

- Contact Office 1: Subject Matter Expert: ITS, Chief Information Officer, Health Science Divisions, 1 (203) 903-1887

Related Information

Related document 1 pending
Related document 2 pending
Related document 3 pending

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