



## City of St. John's Corporate and Operational Policy

**Policy:** 02-01-13 Donation of Redundant Computer Equipment

**Status:**

**Issued By:** Corporate and Information Services

**Revision No:**

**Revision Date:**

**Date of Original Council**

**Approval:** 2007/02/05

**Rescind Date:**

**Index:** 02 Information Technology

**Section:** 01 Information Technology

**Title:** 13 Donation of Redundant Computer Equipment

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### **Purpose**

To establish guidelines for the donation of redundant computer equipment to non-profit groups and organizations.

### **Policy Statement**

1. Upon removing a PC from the active inventory, the Information Services Division shall take the following action:

- (a) all software licensed to the City shall be removed from the C drive;
- (b) all data shall be removed from the C drive;
- (c) the A drive and D drive shall be activated, where applicable.

2. Redundant units to be donated shall comprise of the CPU, monitor, keyboard and mouse.

3. Redundant units may be donated to non-profit groups and organizations, e.g.

- (a) schools
- (b) community service groups
- (c) community educational groups

4. Recipients of the donated equipment must request such equipment, in writing and sign for its receipt, with the requestor/receipt signatory being a senior officer/official of the organization.

5. The Information Service division shall provide the Department of Finance with the CPU serial number and inventory number and the name of the recipient group. The Department of Finance shall remove the redundant unit from the computer inventory listing.

#### **Application**

#### **Responsibilities**

Information Services Division, Department of Finance.

#### **Definitions**

#### **References/Appendix**

#### **Monitoring and Contravention**

#### **Approvals**

Finance and Administration Standing Committee report - January 23, 2007; Regular meeting of Council - February 5, 2007.

#### **Review Period**

#### **Available to Public**

☐ Yes

☒ No