

# PROPERTY MANAGEMENT GUIDELINES

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## TRANSFER OR DISPOSAL OF DATA PROCESSING EQUIPMENT

In order to help ensure compliance with Texas Administrative Code section 202, regarding data processing equipment, the university requires that all data processing equipment be disposed of through the recycling services unless that equipment is to be transferred to another State Agency or donated to a public school or school district, or an assistance organization designated by the school district. Property Management is responsible for managing such transfers, and departments should contact Property Management if they wish to make a transfer. Property Management will oversee the process, including:

1. Arranging for the removal of data or the review of departmental data removal procedures by subject matter experts;
2. Oversight of the documentation of data removal process(es) using form PRP-16B ([http://www.uh.edu/finance/pages/PM\\_Website.htm](http://www.uh.edu/finance/pages/PM_Website.htm)), including:
  - a. Date removed;
  - b. Description of the item, including serial number;
  - c. UH Tag Number;
  - d. The process and sanitation tools used to remove the data, or the method of destruction;
  - e. The name and address of the department/state agency to which the equipment was transferred;
  - f. The name, email address, phone number, and signature of the individual removing the data or
3. Coordinating the transfer to the other state agency, public school or school district, or assistance organization designated by the school district.
4. Completing appropriate reporting through the State Property Accounting system.
5. In the event that data processing equipment is transferred to surplus property and later identified for transfer to another State Agency for donation to a public school or school district, or an assistance organization designated by the school district, Property Management retains the same responsibilities for ensuring that all data has been removed and documenting its removal using the criteria previously stated.