

IT Asset Disposal Guidelines

Ministry of Justice, R.L.

Introduction

The purpose of this IT Asset Disposal Guidelines is to complement the Property Disposal Guidelines as issued by the General Services Agency (GSA) by providing additional guidance specific to the Ministry of Justice (MOJ) for disposing of IT assets. This document should be read and used together with the Property Disposal Guidelines issued by the GSA when disposing of IT assets, and any specific guidelines issued by donor agencies applicable to assets they have provided for the Ministry.

Disposal Entities

Under the laws of the Republic of Liberia, the General Services Agency is responsible for the physical disposal of Government assets. The disposal guidelines issued by the GSA reference the National Disposal Committee (NDC), the Asset Disposal Unit of the GSA (ADU) and the Asset Disposal Committee (ADC) at individual Ministries, Agencies and Commissions (MACs).

The ADU is a part of the GSA and is responsible for organizing, planning and executing the physical disposal of ALL "Written Off" assets and expendables. The ADU works with MACs to inspect items submitted to the GSA for disposal and makes recommendations as to the best disposal method. These recommendations are submitted to the NDC, which meets quarterly or as necessary and provides approval for the disposal to happen.

Each MAC is expected to set up its own ADC to identify assets for disposal and to work with the GSA's ADU to determine the best disposal method. The IT Section will work with the MOJ's ADC to identify, document and dispose of IT assets when they are written off.

Disposal Process

The process that is to be followed for asset disposal is below:

- 1) The IT Section will create an inventory of all items that are to be disposed of and confirm their disposal complies with any applicable donor policies. The Section will then submit this list to the Ministry's ADC.
- 2) The ADC will confirm and verify the list and that the items may be written off and then will submit the inventory to the ADU at the GSA.
- 3) The GSA ADU will visit the Ministry to inspect the items for disposal.
- 4) Based on their appraisal of the items, the GSA ADU will make recommendations as to the best means of disposal which should fall into one of the following categories:
 - a. Sale as is at residual value
 - b. Sale at a nominal price
 - c. Cannibalization and scrap
 - d. Destruction and scrap
 - e. Sale as scrap
 - f. Discard as scrap
 - g. Donation
- 5) A Certificate of Disposal/Scrap Authorization will be completed for the items and the items can then be disposed of as per recommendations. In certain circumstances for low value/non-toxic items, the GSA ADU may ask the



Ministry to deal with the disposal. **Special note should be taken of Section 10 of the Property Disposal Guidelines, which provide information on dealing with devices and media that may carry sensitive data.**

Approved: _____



Date: _____

JUNE 14, 2016

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