Collection and redeployment due to building/program relocation
Recovery in cases of theft/loss
Collection for disposal
This electronic receipt will be attached to the change event as entered in the system of record.

Assets for which the responsible party is the IT Department for any length of time will be physically maintained within the service desk area at the District office for short-term maintenance or processing. If an asset is the responsibility of the IT Department and is not actively in use or deployed within the district for a period greater than one week, it will be stored in a designated locking facility within the district warehouse.

No assets will be transferred into or out of the designated locking facility within the district warehouse without entry being made in the system of record.

No asset will be transferred from the responsibility of the IT Department without digital receipt.

Disposal of Assets

Assets that no longer conform to standards for support whether due to quality and usability, damage, or material surplus will be identified and tracked by technicians in the system of record whether reported by Responsible Party via help desk ticket, or directly in the system of record.

Such assets will be stored in conformance with standards and practices outlined for environmental protection and workplace safety in a designated locked location within the location acting as responsible party.

The District contracts with a company to provide eWaste services. That company conforms to materials handling requirements which are evaluated for information security, environmental safety, and local economic impact.

When disposal is scheduled the eWaste company will provide PPS IT a record of the final transfer of each asset to a disposed status. The technician will enter the disposed status into the system of record within three days.

Loss and Theft of Assets

Assets that are no longer under the control of a Responsible Party and transfer has not been documented to a disposed status will be considered lost or stolen. Responsible Parties are required to follow IT Policy regarding theft and loss as listed on the IT website and communicated to district staff annually.

Assets that are not recoverable will be disposed of within the system of record using a theft or loss category depending on the related event.

Support and Management of Assets

Each asset represents significant investment of public funds, and it is the direct responsibility of the IT Department to ensure this investment is protected and returns value to the District.