UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice IRM-308

For: State Offices and Service Centers

Disposing of Excess Computer Equipment and Software

Approved by: Deputy Administrator, Management

1 Overview

A Background

The purchase of new desktop and laptop computers was based, in part, on compliance with year 2000 (Y2K) standards for ADP equipment. Since deployment of the Common Computing Environment (CCE) desktop and laptop computers, ITSD has received many inquiries about the disposition of excess ADP equipment. It has been determined that ADP equipment that is not Y2K compliant may be considered excess and/or salvage equipment.

B Purpose

This notice provides instructions for disposing of excess and/or salvage:

- non-Y2K compliant equipment
- equipment that is not capable of being upgraded to meet the CCE standard platform
- software.

C Contact

Direct any questions about this notice to the FSA National Help Desk at 1-800-255-2434.

Disposal Date	Distribution
October 1, 2000	State Offices; State Offices relay to Service Centers

2 State Office and Service Center Action

A
Excess Computer Equipment and Software

The following ADP equipment may be considered excess:

- all desktops and laptops that are 486 or lower configurations
- all Pentium computers lower than 200 MHZ that:
  - have not been replaced by a new CCE desktop or laptop with docking station
  - are not being used by a part-time or temporary employee
- miscellaneous peripheral equipment and/or outdated, associated equipment that is no longer being used.

  Examples: Printers, plotters, etc.

Software that is 2 or more versions lower than we are presently using should be considered obsolete.

Exception: System operating software (DOS, Windows, etc.) should not be considered obsolete when another computer is still using the software or the software's upgrade.

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2 State Office and Service Center Action (Continued)

B
Disposition of Excess Computer Equipment and Software

After installing new CCE computer equipment, State Offices and Service Centers will proceed to remove excess ADP equipment by:

- following the procedures in 30-AS and 31-AS

  Notes: FSA-951 should be prepared and used when excess equipment is physically removed from an office/location

  After the proper documentation has been submitted, the property can be released.

- formatting the excess computer's hard disk drives or deleting all data residing on the hard drive

  Note: Computers must be erased/formatted before removal from a Government site. Deletion of the data will prevent the distribution of sensitive data to unauthorized sources and will eliminate any potential software licensing issues. All data should be unrecoverable.

- destroying all software and manuals that came with the equipment or that was purchased to run on the equipment

  Note: Software manuals cannot be sold or donated.

- removing all transferred Farm Loan equipment from the OTIS' database.

Remove all excess or salvage equipment from all applicable inventories **by September 30, 2000**.

Note: ADP equipment shall **not** be given or sold to any FSA employee.