

For: State and County Offices

**Disposing of Old Cotton PC's**

Approved by: Deputy Administrator, Farm Programs



**1 Old Cotton PC's and Peripheral Equipment**

**A**

**Background**

With the installation of new cotton desktop PC's in all cotton producing counties, PSD has received many inquiries about what to do with the old cotton PC's.

**B**

**Purpose**

This notice provides instructions to State and County Offices on disposing of the old cotton PC's.

**C**

**Disposing of Surplus Equipment**

Once the new cotton PC's are installed and functional, **all** old cotton PC's and peripheral equipment that are no longer being used shall be considered surplus equipment.

**Note:** Excess and surplus equipment is often donated or sold to schools and organizations. Therefore, before disposal of the old cotton PC's, hard disk drives must be formatted to delete all data residing on the hard drive. Deletion of the data will prevent the distribution of sensitive data to unauthorized sources and will eliminate any potential software licensing issues.

State and County Offices are authorized to dispose of such surplus computer equipment from inventories by following the procedures outlined in 30-AS, paragraph 237 unless equipment cannot be disposed of, then follow paragraph 238.

**Important:** Old cotton PC's and peripheral equipment **shall not** be given or sold to any FSA employees.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2001	State Offices; State Offices relay to County Offices