

INTERNATIONAL ISLAMIC UNIVERSITY  
MALAYSIA



# Guideline for Disposal of ICT Resources

***IIUM ICT GUIDELINE***

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

## IIUM ICT Policy and Guideline

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### **Document Change Log**

Release Version	Date	Pages Affected	Remarks/Change Reference
V1	19/06/2019	5	Added item no 8 and 9

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### **Responsibility and Activity Log**

<b>Requestor</b>	<b>Description</b>	<b>Submission Date</b>	<b>Approval Date</b>
Muhamad Kamal Najib b Fikrey Najib, ITD	Initial draft	12/01/2009	-
Muhamad Kamal Najib b Fikrey Najib, ITD	Reviewed by ICT Policy Review Committee Meeting No. 1/2009	21/01/2009	-
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Syed Mohd Hazrul bin Syed Salim	Endorsement from ITD Management	18/06/2018	19/06/2019

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## 1. OBJECTIVE

- 1.1 The objective of this document is to define the guideline for disposal of ICT resources.

## 2. TERMS AND DEFINITIONS

<b>IIUM</b>	The International Islamic University Malaysia, otherwise known as the "University"
<b>ICT</b>	Information and Communication Technology
<b>ITD</b>	Information Technology Division
<b>ITD Management</b>	Chief Information Officer, Director, Deputy Information Technology Officer and Deputy Engineer of ITD
<b>ICT Controlled Items</b>	All items listed in Item 3.1 in Guideline on Procurement of ICT Resources
<b>Category of ICT Resources for disposal</b>	<ol style="list-style-type: none"><li>1. The ICT resources are damaged and cannot be repaired or the cost to repair is expensive.</li><li>2. The ICT resources have been in service for more than 5 years and are outdated.</li></ol>

## 3. GUIDELINES

The following are the guidelines on Disposal of ICT Resources:

1. Application for disposal of ICT resources shall be initiated by officially informing ITD with the list of ICT resources to be disposed.
2. The list of ICT resources to be disposed shall consist of type of ICT Resources, quantity, serial number and ITD tag number.
3. An officer from ITD shall visit the Centre of Studies and Administrative Offices to check the ICT resources to be disposed.
4. The ITD officer shall then issue the Disposal Test Report Form to the person in charge at the Centre of Studies and Administrative Offices.
5. The person in charge of disposal of ICT resources shall complete the Disposal Test Report Form.

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6. A proposal to dispose the ICT resources attached with the Disposal Test Report Form shall then be submitted to the Finance Division for approval.
7. Once the proposal has been approved, the Centre of Studies and Administrative Offices shall dispose the ICT Resources and update the inventory records accordingly.
8. All University licensed software shall be removed prior to the equipment leaving the possession of the University.
9. Security procedure to dispose IT equipment with confidential information - all data residing in the ICT resources to be disposed shall be removed by one of the following methods prior to disposal:
  - a) Overwriting - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located. The number of times the media is overwritten depends on the level of sensitive information.
  - b) Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
  - c) Destruction - a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc.
10. ITD or technical staff of the Centre of Studies and administrative offices shall provide assistance on the data removal process.

#### 4. IMPLEMENTATION AND NON-COMPLIANCE

- 4.1 The Director of Information Technology Division holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.
- 4.2 This guideline is applicable to the University community and any infringement of the guideline may be subject to disciplinary actions and any other actions deemed eds necessary.

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## 5. ENFORCEMENT

This guideline is applicable to all staff of the University.

## 6. MAINTENANCE OF GUIDELINE

The Information Technology Division is responsible for the formulation and maintenance of this guideline.

## 7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

7.1 This guideline shall be read together with the following or any documents which have been recently approved:

- 7.1.1. Guideline on Procurement of ICT Resources
- 7.1.2. Policy for Management of ICT Resources (Staff)
- 7.1.3. Policy for Management of ICT Resources (Student)
- 7.1.4. Policy for Procurement of ICT Resources
- 7.1.5. IIUM Financial Policy