

## Computer Procedures in CALS upon departure of faculty/staff members

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When faculty depart, their computer must go back to the department. The Disposal of Surplus Property and Movable Equipment policy only allows departments to transfer computers to another user within the University, or with prior approval of the Controller's Office, to donate a computer to a 501(c)(3) charitable organization. All other computers must be turned over to the UVM Recycling/Surplus program for proper recycling and handling. (Do this by submitting a Service Request into Physical Plant [FAMIS Self-Service](#) System)

Keep in mind that the data on UVM computers belongs to UVM. As we move more towards electronic files, the history and important data that use to reside in file cabinets, is now on hard drives. We need to make sure that important data is not lost when employees leave. When a computer is transferred to another user or sent to Surplus, make sure all vital data is backed up and removed from the hard drive.

UVM's Computer Use Policy – supervisors can request access to departed employee's files. Employees are responsible for backing up their files. Supervisors should know where these files are backed up.

<http://www.uvm.edu/policies/cit/compuse.pdf>

UVM's Record Retention Policy – this applies to electronic records as well as hard copy files.

[http://www.uvm.edu/policies/general\\_html/recordretention.pdf](http://www.uvm.edu/policies/general_html/recordretention.pdf)

[http://www.uvm.edu/~complan/record\\_retention/uvmretentionschedule.pdf](http://www.uvm.edu/~complan/record_retention/uvmretentionschedule.pdf)