



**WESTERN**  
NEW MEXICO UNIVERSITY

<b>POLICY NAME</b>	Disposition of Computer Hardware Policy	<b>POLICY NO.</b>	BA462
<b>APPROVING BODY</b>	President/Cabinet	<b>VERSION NO.</b>	01
<b>RESPONSIBLE DEPARTMENT</b>	Business Affairs – Information Technology		
<b>EFFECTIVE DATE</b>	15-DEC-2014	<b>REVIEW/REVISION DATE</b>	12-SEP-2024

**PURPOSE:**

To create a disposition environment that does not create a vulnerability in the access of data related to Western New Mexico University (WNMU) by unauthorized persons or entities.

**POLICY:**

WNMU shall erase all licensed software including operating systems, data, and any electronic media pertaining to WNMU from computing hardware before disposing of it. WNMU will certify in writing the erasure of the hard drive and submit the certification along with the notification of the proposed disposition of property to the State Auditor at least thirty days (or current state mandated timelines) prior to physical disposition of the hardware.

WNMU shall follow the guidelines set forth in the fixed asset policy within the accounting department.