



Identification and Disposal of College Property

1. PURPOSE

This policy establishes the guidelines for identification and disposal of Northern Pennsylvania Regional College (“NPRC” or the “College”) property.

2. SCOPE AND APPLICABILITY

This policy is applicable to all employees and all College Property.

3. REFERENCES

- 3.1 INDX-1310-01: Master Policy Index
- 3.2 CLDR-1310: Policy Review Schedule
- 3.3 INDX-1310-02: Document Naming Key
- 3.4 NPRC-6300: Purchasing and Procurement
- 3.5 NPRC-5010: Information Security
- 3.6 FORM-5400-01: Device Data Removal Confirmation

4. DEFINITIONS

- 4.1 Employee shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty.
- 4.2 College Property is any item acquired through procurement, grant funding, or donation.
- 4.3 Asset Tag is a barcoded tag provided by the Information Technology, Safety, and Facilities Department that is used for inventory tracking and management.
- 4.4 Facility/ies and Facility Property/ies refer to any NPRC Administrative Center(s), NPRC Education and Training Center(s), Instructional locations, Instructional Sites, or any other physical space utilized by NPRC which may or may not be primarily owned or controlled by the College at which any College activity, educational or otherwise occurs.
- 4.5 Confidential Information is information disclosed or known to an employee that is meant to be private or is considered Confidential Data.
- 4.6 Confidential Data is information that is legally protected (i.e., student records) or otherwise deemed by a qualified expert to be unsuitable for open access.

- 4.7 A deed of gift is a legal document that formally transfers ownership of property or assets from one person (the donor) to another (the recipient) as a gift, without any exchange of money or other consideration

5. POLICY

- 5.1 College Property must be acquired through applicable NPRC policies including but not limited to NPRC-6300: Purchasing and Procurement and NPRC-5010: Information Security.
- 5.2 College Property may only be used for College business and must be safeguarded to prevent damage, theft or loss of property.
- 5.3 College Property shall remain in good usable condition and within the assigned employee's possession or assigned location.
- 5.4 College Property that is inventoried will be identified with an Asset Tag.
- 5.5 College Property acquired, all or in part, with federal, state, or other grant funds must be managed in strict accordance with all applicable College policies and procedures and the specific requirements and policies as determined by the funding source.
- 5.6 College Property will be disposed of when it is no longer safe or useful and cannot be repurposed within the College.
- 5.6.1 When College Property is identified as being no longer safe or useful, the Director of Information Technology, Safety, and Facilities shall be notified via submission of a helpdesk ticket.
- 5.6.2 When the Director of Information Technology, Safety, and Facilities determines that a piece of College Property has reached the end of its useful life or that it is no longer safe and useful, the Information Technology, Safety, and Facilities Department will notify the user or Facility contact of the process to return College Property.
- 5.6.2.1 If the Director of Information Technology, Safety, and Facilities determines a replacement of College Property is necessary, the Information Technology, Safety, and Facilities Department will work directly with the user or facility contact to replace College Property.
- 5.6.3 An evaluation of environmental stewardship responsibilities will be conducted by the Director of Information Technology, Safety, and Facilities prior to disposing of any College Property.
- 5.7 College Property will be disposed of by the Director of Information Technology, Safety, and Facilities to ensure that Confidential Information and Confidential Data have been removed.
- 5.7.1 The Information Technology, Safety and Facilities Department will complete FORM-5400: Device Data Removal Confirmation for each piece of College Property that may contain Confidential Information or Data.

- 5.8 Disposal of any College Property purchased with Commonwealth funds must be reported to Pennsylvania Department of General Services (“DGS”) by the Director of Information Technology, Safety, and Facilities.
 - 5.8.1 If DGS determines the College Property is useful to the Commonwealth, the College will transfer ownership to DGS.
 - 5.8.2 If DGS has no use for the College Property, the manner of disposal will be up to the College.
- 5.9 The Information Technology, Safety, and Facilities Department will publish a list via email to all staff of College Property scheduled for disposal quarterly.
- 5.10 Employees may acquire College Property from the disposal list by contacting the Director of Information Technology, Safety, and Facilities.
 - 5.10.1 These requests will be handled on a first come first served basis.
- 5.11 College Property on the disposal list not claimed by Employees may be:
 - 5.11.1 Used as trade-in for vendor credit with College vendors, as applicable; or
 - 5.11.2 Donated to other non-profit organizations with a Deed of Gift authorized by the Vice President of Finance and Operations and provided to the Business Office; or
 - 5.11.3 Discarded in an appropriate manner.
- 5.12 College Property may not be salvaged, scrapped, donated, or otherwise disposed of without prior approval from the Director of Information Technology, Safety, and Facilities and the Vice President of Finance and Operations.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 All employees are responsible for complying with this policy and notifying the Director of Information Technology, Safety, and Facilities of any potentially dangerous, unsafe, or no longer useful College Property.
- 6.2 The Information Technology, Safety, and Facilities Department is responsible for marking the necessary College Property with an Asset Tag.
- 6.3 The Director of Information Technology, Safety, and Facilities is responsible for facilitating the disposal of College Property.
- 6.4 The Vice President of Finance and Operations is responsible for the oversight of this policy.

7. REVIEW STATEMENT

Review of this policy will occur in alignment with CLDR-1310: Policy Review Schedule.

8. SIGNATURES

Signature on file

06-13-2025

Chairperson, Board of Trustees

Date

Signature on file

06-13-2025

President

Date

Revision Notes: Policy in Origination