

U.S. Department of Labor Employment and Training Administration Bureau of Apprenticeship and Training Washington, D.C. 20210	Distribution: A-541 Hdqtrs Staff A-547 SD+RD	Subject: Code: 903.5  Disposition of Surplus Computer Equipment
Symbols: TA:RD		Action: Immediate

**PURPOSE:** To provide all Bureau staff with criteria and guidelines for the disposition of surplus computer equipment and other equipment.

**BACKGROUND:** As a result of recent office closings, it has come to our attention that many field offices have outdated computers and other equipment (such as chairs, lamps, etc.) that will need to be disposed of. Inquiries for disposal instructions from the field have been received regarding what to do with excess or non-working equipment.

**ACTION:** In order to clarify procedures for the disposition of surplus computer equipment and other equipment, we are providing the following guidelines:

- Once a computer has been designated as excess, make sure all software and files have been cleared off of the Central Processing Unit.
- If the computer works, offer it to a local school under the provisions of Executive Order 12999, Computers for Schools Program or any non-profit organization within the community. If a school wants a computer, they should contact Al Barnes or Margaret Sharkey at 202-219-5468 at which time they will prepare the necessary documents to effect the transfer.
- If the computer is broken or not worth fixing or no organization wants it, you are to contact Al Barnes or Margaret Sharkey at 202-219-5468 at which time they will provide you with a Letter of Abandonment. The Letter of Abandonment provides for the donation of equipment to a public body (a tax supported organization such as a police or fire department) and is accompanied by a Certificate of Destruction (see attached) which will have to be completed and forwarded to the above contacts.
- For other equipment, contact Al Barnes or Margaret Sharkey for instructions for abandonment of property as indicated above.