

IT Asset Disposal List

Note: If the IT Asset is brand new and has never been opened from its original factory shrink wrapped container, the IT Asset can be processed for sale.

Asset Description	Asset Examples	Disposition
LOW RISK – Approved for Sale		
<ul style="list-style-type: none"> • Devices with no record storage capability • Devices with limited memory capacity for configuration information only. 	<ul style="list-style-type: none"> • Monitors • Keyboards • Mice • Empty Equipment Cases • Power Supplies (i.e.: adapters, batteries and battery units, UPS – non network connected) <ul style="list-style-type: none"> ▪ CISCO PWR-2801_AC ▪ Sun PEX-705-30 power supply ▪ Nortel NTA04AB power supply ▪ Nortel NT8D06AB AC power supply ▪ Mitel 9109-008-000-SA Power supply for SX200 ▪ Nortel NT4K62AA Power converter ▪ Nortel NT8D06AA Power Supply ▪ Nortel NT6D40BA Power Supply ▪ Nortel NT8D29AB Power Supply ▪ CISCO WS-X6348 VOIP Ethernet Power Blade Network/Printer Cables and Connectors <ul style="list-style-type: none"> • Memorex FM3299 • LANart EXC0013 • Nortel QMM42A • Cabletron TRMF-2 • Network General ATM POD • Docking Stations/Port Replicators • External Printer Servers <ul style="list-style-type: none"> ▪ Lexmark Marknet X2011e • VGA-to-TV Video Converters • Wireless A/V Receivers • Computer headsets • Numeric Keypads • Projector <ul style="list-style-type: none"> ▪ NEC LT220 • Trimble Scout GPS Receiver • Simple KVM <ul style="list-style-type: none"> ▪ Belkin 2 port KVM w/built-in cables ▪ Avocent Monitor switch KVM 	<ul style="list-style-type: none"> • The following computer related equipment is designated as safe for reassignment or sale. • Any computer equipment not specifically listed is included in the • permanent ban on sale as per memo 44349a. <p><i>Must submit IT Asset Disposal Submission Review Form if requesting other form of disposal.</i></p>

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> ▪ Cybex Autoview • Hubs / Repeaters <ul style="list-style-type: none"> ▪ Allied Telesis MR126F ▪ Allied Telesyn MC101XL Repeater ▪ Fibermux FX155 ▪ SynOptics LattisHub 2803 ▪ SynOptics LattisHub 2813 ▪ Tellabs Megastream 263d, 810240, 812412 ▪ Asante 10T hub • Nortel AT2204001 12 Port 100B-TX Host Module • CISCO PA-A3-0C3MM Port Adapter (WS-C3550 Series) • CISCO WAT CAM 2P module filler plate ▪ • Video Cards <ul style="list-style-type: none"> • Matrox Video Card (G2+MSDP8C) • Matrox Video Card (IMP+P220) • Pen Plotters <ul style="list-style-type: none"> ▪ Mutoh IP 530EL • Web Cam <ul style="list-style-type: none"> ○ Polycom Via Video • Logitech QuickCam Orbit AF 	
<ul style="list-style-type: none"> • AASTRO manufactured telephones and accessories. 	<ul style="list-style-type: none"> • Telephone Sets , Norstar Proprietary Sets (2006, 2008, 2616, 2216, 5209, 5312, 5216 and 522). • Telephone Sets M5316, M22 button add-on, M518 button add-on and M536 button add-on 	<ul style="list-style-type: none"> • The following computer related equipment is designated as safe for reassignment or sale. • These are digital telephone handsets and do not have the ability to store speed dial contacts or any other information on the telephone handset itself.
<ul style="list-style-type: none"> • Generic plotter – no hard drive. Does not store files/records. 	<ul style="list-style-type: none"> • HP 650C Plotter (C2859B) • HP 750C Plotter 	<ul style="list-style-type: none"> • The following computer related equipment is designated as safe for reassignment or sale. • Check for removable memory devices and if

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
		<p>found, retain for destruction.</p> <ul style="list-style-type: none"> Reset the device to the original factory default settings
<ul style="list-style-type: none"> Computer Games 	<ul style="list-style-type: none"> Game Boy 	<ul style="list-style-type: none"> The following computer related equipment is designated as safe for reassignment or sale
<ul style="list-style-type: none"> Commercially made items 	<ul style="list-style-type: none"> Music CDs Movie DVDs 	<ul style="list-style-type: none"> The following computer related equipment is designated as safe for reassignment or sale
<ul style="list-style-type: none"> Polaroid Camera 	<ul style="list-style-type: none"> Polaroid Pro Cam 	<ul style="list-style-type: none"> Only takes film. Remove film. Check for removable memory devices and if found, retain for destruction. Reset the device to the original factory default settings. Remove batteries
<ul style="list-style-type: none"> Automotive Tuners 	<ul style="list-style-type: none"> Hand Held Micro Tuners 	<ul style="list-style-type: none"> Automotive Micro Tuners do not represent a true IT device. Plugs directly into a vehicle and reads the stock calibration information stored in the vehicle.
<ul style="list-style-type: none"> Access Points 	<ul style="list-style-type: none"> CISCO Aironet 1200 Series D-Link 2.4 GHZ Wireless 	<ul style="list-style-type: none"> Configuration information must be erased or reset to factory default.
<ul style="list-style-type: none"> Controller Kit (BIOS Chip) 	<ul style="list-style-type: none"> Fiery Advanced Controller Kit 	<ul style="list-style-type: none"> Product is a BIOS chip. There is no hard drive or memory. Configuration information must be erased or reset to factory default.
<ul style="list-style-type: none"> High Speed Adapters 	<ul style="list-style-type: none"> Ramsat RVP24 async/sync High Speed Terminal Adapter 	<ul style="list-style-type: none"> Product is a modem (interface converter).

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
<ul style="list-style-type: none"> Serial Port Adapters 	<ul style="list-style-type: none"> Digi RealPort Ethernet2 (Serial Port to Ethernet Adapter) 	<p>There is no hard drive or memory. Configuration information must be erased or reset to factory default.</p> <ul style="list-style-type: none"> Configuration information must be erased or reset to factory default. Check for removable memory devices and if found, retain for destruction re: IP Addresses, storage of phone numbers in NVRAM. Check for installation diskettes and CDs.
<ul style="list-style-type: none"> Sbus adapters 	<ul style="list-style-type: none"> Cisco WA-C401, ATM Sbus adapter Cisco WA-C402, ATM Sbus adapter 	<ul style="list-style-type: none"> Configuration information must be erased or reset to factory default. Check for removable memory devices and if found, retain for destruction. Check for installation diskettes and CDs. Remove any doc'n affixed to device
<ul style="list-style-type: none"> Expansion Unit 	<ul style="list-style-type: none"> IBM 3746-900 Expansion Units 	<ul style="list-style-type: none"> Expansion unit does not contain a hard drive, memory or retains configuration detail – it is a line interface to the Controller.
<ul style="list-style-type: none"> Electric Typewriters 	<ul style="list-style-type: none"> Various Models 	<ul style="list-style-type: none"> Check for and remove all record storage media such as internal memory and cartridge or diskette external memory storage devices. Check for and remove once through clear plastic tape, correcting tape or cassette ribbon. Check for and remove batteries.
<ul style="list-style-type: none"> Digitizing Tablets 	<ul style="list-style-type: none"> Summagraphic 12" Tablet MM1201 GTCO Digitizer Super L2Plus (3468SL IIA) 	<ul style="list-style-type: none"> Reset the device to the original factory default settings.

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
<ul style="list-style-type: none"> Drawing Boards 	<ul style="list-style-type: none"> Mutoh (model H5363TL) Calcomp Drawing Board !!! 	<ul style="list-style-type: none"> Check for CDs and software.
<ul style="list-style-type: none"> Ink Jet Printers 	<ul style="list-style-type: none"> Epson Stylus C84 Epson Stylus Photo 1280 HP PaintJet HP Deskjet 950C HP Deskjet 930C HP Deskjet 3650 HP Deskjet 350C HP Deskjet 340 HP Deskjet 310 HP Deskjet 100c Canon Bubblejet 200e 	<ul style="list-style-type: none"> Remove ink cartridges. Check for and destroy any additional electronic media storage devices (flash drives, hard disks, floppies, CDs, DVDs) and secure for transport. Reset to factory default.
<ul style="list-style-type: none"> VHF/UHF and Sat Phone Radio Equipment 	<ul style="list-style-type: none"> Reprogrammable radio frequency equipment without data memory 	<ul style="list-style-type: none"> Re-programmable radio frequency equipment without data memory does not represent a true IT device. Industry Canada licensing forbids the sale of said equipment that has not had operating frequencies wiped/overwritten. AIR's wiping instructions complies with Industry Canada regulations.
<ul style="list-style-type: none"> Blueprint machines 	<ul style="list-style-type: none"> Omni 120 Trac Diazit Blueprint Machine 	<ul style="list-style-type: none"> Single copy machine – there is no hard drive or memory, nor is it a multi-copy machine. Reset the device to the original factory default settings and feed through a blank mylar. If it uses 'belt transfer' technology, the belt has to be removed and destroyed.
<ul style="list-style-type: none"> Sight Support Systems 	<ul style="list-style-type: none"> AB See + Sight System Spectrum SVGA Optelec 	<ul style="list-style-type: none"> Video magnification system. No storage of memory capacity. Closed circuit TV video capability – cathode ray tube burns image.

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
<ul style="list-style-type: none"> CD ROM Readers/Writers 	<ul style="list-style-type: none"> Plextor Internal Atapi CD-RW Compaq Backpack Bantam External CD Drive BackPack External CD Drive (166550) HP C4413A 	<ul style="list-style-type: none"> Check and remove any media from the CD writer.
<ul style="list-style-type: none"> Dot Matrix Printer Printer 	<ul style="list-style-type: none"> Epson LX 300 Fujitsu DX2200 Xante Platemaker 3 AMT ACCEL 535 Form Printer 	<ul style="list-style-type: none"> Print test page to overwrite the last image. Reset printer to factory defaults. Check for and destroy any additional electronic media devices such as hard drive, flash drive, floppies, CD's & DVD's that are with this printer.
<ul style="list-style-type: none"> Electronic White Boards 	<ul style="list-style-type: none"> Panasonic KX-B520 Panasonic KX-BP535 Savin Electronic Easel 	<ul style="list-style-type: none"> Reset the device to the original factory default settings. Check for removable memory devices and if found, retain for destruction. Generate a test page to flush cache memory (queue). Remove thermal transfer file starter cartridge. Wash vinyl cover with solvent. Check for CDs, DVDs, Memory sticks etc and ensure they are destroyed.
<ul style="list-style-type: none"> Radio, Tape, CD Player 	<ul style="list-style-type: none"> KOSS PC28B 	<ul style="list-style-type: none"> Check for and remove all CDs and Tapes and retain for disposal. Remove batteries.
<ul style="list-style-type: none"> Microfiche Readers 	<ul style="list-style-type: none"> Canon Model 30001 EyeCom 1200 Model 12001 	<ul style="list-style-type: none"> Devices are just readers – no memory. Check for and remove all microfiches.
<ul style="list-style-type: none"> Scanners 	<ul style="list-style-type: none"> Artec Viewstation Canon D660U HP ScanJet ADF HP Scanjet 3500C HP Scanjet 5200C HP Scanjet 5300C HP Scanjet 5370C HP Scanjet 5400C HP Scanjet 5470C HP Scanjet 5500C HP Scanjet 5590C HP Scanjet 6300C HP Scanjet C7010A HP Scanjet 7400C 	<ul style="list-style-type: none"> Check for and remove all media and documents

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> • HP Scanjet 8250 • Microtek • Visioneer Scanner 9650 	
<ul style="list-style-type: none"> • Label Printers 	<ul style="list-style-type: none"> • Seiko SLP200 	<ul style="list-style-type: none"> • Check for and remove all media and documents • Remove batteries • Print test page to overwrite last image
<ul style="list-style-type: none"> • Display Screens 	<ul style="list-style-type: none"> • Teamboard display screen, model N500 	<ul style="list-style-type: none"> • Configuration information must be erased or reset to factory default. • Check for removable memory devices and if found, retain for destruction. • Check for installation diskettes and CDs. • Remove any doc'n affixed to device. • Wash cover with solvent.
<ul style="list-style-type: none"> • Canary Converter, GBICs • Power Injector 	<ul style="list-style-type: none"> • Canary CFT-2062 Converter • WS-X6515A-GBIC • WS-X6416-GBIC • Cisco AIR-PWRINJ2 Power Injector • Cisco AIR-PWRINJ3 Power Injector • 	<ul style="list-style-type: none"> • Reset to factory defaults remove any doc'n affixed to device. • Check for installation diskettes and CDs.
<ul style="list-style-type: none"> • Telecommunication and Voice Equipment 	<ul style="list-style-type: none"> • Nortel NT6X21AC Line Card • Nortel Interface card NT411 • Nortel NTMX81AA • Nortel NT7E05BF • Nortel QPC414A Network Card • Nortel QPC414B Network Card • Nortel NT8D15A E&M trunk card • Nortel NT8D15AA E&M trunk card • Nortel NTAK11BC Meridian main cabinet • Nortel NTAK11BB Meridian main cabinet • Nortel NTAK11AA Meridian main cabinet • Nortel NT4K65AA Pots line card • Nortel NT8D15AJ Trunk Card • Nortel NT8D15AK Trunk Card • Nortel NT4G59AF Mail Card • Nortel NT8D17 Conference/TDS card • Nortel NT6D42CD Ring Generator Card • Nortel NT8D01 Controller Card • Nortel NT5C06 MPS50 RECTIFER SHELF 	<ul style="list-style-type: none"> • Check for removable memory devices and if found, retain for destruction. • Reset the device to the original factory default settings

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> Nortel AT2219001 Card 	
MEDIUM RISK – Approved for Sale and/or Destruction Only		
<ul style="list-style-type: none"> Assets with storage media (i.e. laser drum) that can be removed from the asset and destroyed. Assets with imbedded storage media (i.e. memory) that can be purged. 	<p>Hand Held Devices</p> <ul style="list-style-type: none"> Cellular Phones Mobile Phones Camera Phones Digital Cameras Hitachi Color Cameras Vivitar PS5 camera Camcorder <ul style="list-style-type: none"> RCA CPR 250 IP Phones Microflex PC 5000 Hand Held COM Unit Sharp EL-1801 calculator Dymo LabelWriter 400 Turbo <p>Magnetic Disks</p> <ul style="list-style-type: none"> Multi-Function Devices (Ricoh) Fax machine with hard drives, laser drums, memory storage Photocopier with hard drives, laser drums, memory storage Printers, Plotters and Scanners with hard drives, memory storage <p>Non-Removable Memory Cards</p> <ul style="list-style-type: none"> Electronically Erasable PROM (EEPROM) RAM and ROM Magnetic Bubble and Core memory Electronically Alterable PROM DRAM <p>Networking Devices</p> <ul style="list-style-type: none"> Routers/Switches/Hubs <ul style="list-style-type: none"> Baynetwork 201639 switch fabric Baynetwork 200543 switch fabric Cisco Routers Black Box ServSwitch Jr Baynetworks model 800 hub Corollary 8/TCFM+ Multiplexer Black Box Servswitch KV3108SA-R4 CISCO WS-X6408-GBIC SWITCH MODULE NORTEL AT2207001 BAY NETWORKS NETWORK MANAGEMNET MODULE FOR 100BASE-T HUB Spirent Adtech AX/4000 401427 Ethernet Control Module for Mainframe Chassis CISCO WS-X6K-SUP1A-2GE Supervisor Engine 	<p><i>Must submit IT Asset Disposal Submission Review Form if requesting other form of disposal.</i></p> <p>Devices must be evaluated on a case by case basis to determine if the device or any component could contain personal or sensitive government electronic records or information.</p> <p>Exemption for the Multi-Function Devices to be returned after safe storage erasure process for resale</p> <ul style="list-style-type: none"> For all other listed devices: Hard drive must be removed from the asset, sanitized and secured for transport in preparation for destruction n. Configuration information must be erased or reset to factory default. Check for removable memory devices and if found, retain for destruction. Reset the device to the original factory default settings. Generate a test page to flush cache memory (queue). Check for memory stick and remove. Remove batteries Assets not containing personal or sensitive government electronic records or information can be disposed of through AIR once proper erasure processes are

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> ○ CISCO 6500 Chasis ○ CISCO WS-X6316-GE-TX Switch Module ○ Nortel DJ1412A03 Switch • Controllers <ul style="list-style-type: none"> ○ IBM 3174 ○ IBM 3745 ○ IBM 9585 • Storage Cards <ul style="list-style-type: none"> ○ IBM 92F4601 ○ IBM 25F8530 • UPS attached to network • ADSL Modems <ul style="list-style-type: none"> ○ 3Com Home Connect ADSL • Network Appliances (Firewall, IDS/IPS, Cache engines, etc.) • Nortel DM1401E01 Extranet Switch 2000 • Netvista thin client 8363-CUS <ul style="list-style-type: none"> ○ WYSE Terminal Thin Client • Baynetwork 202822 100 base-fx 8 port module • Baynetwork 28282116 port auto sensing module • Memotex SP8300 PAD Other <ul style="list-style-type: none"> • Specialty computing hardware devices • Voice Processing Systems with memory • IBM Remote Controllers • IBM Remote Sensors • WinModems • Creative Labs PCI SoundBlaster Live Soundcard • Braille Readers • Braille Embossers • External CD/DVD Burners (with memory) <ul style="list-style-type: none"> - Bravo Disk Publisher • Print Servers <ul style="list-style-type: none"> - Intermate AFP GP LAN - Print Director PDS6SSP - ESI-2841 - ESI-2831 • Protocol Analyzer <ul style="list-style-type: none"> - Agilent HP 4952A - Network General T1 Pod • Load Balancer <ul style="list-style-type: none"> - Alteon AD4 • Network FOTS, MAU, MTU, Transceivers <ul style="list-style-type: none"> - HWIC-4ESW - HWIC-1ADSL - Network Associates NGC 1507601 	<p>completed.</p> <ul style="list-style-type: none"> • Check for installation diskettes and CDs. • Fax machines – ensure Station ID, Telephone and Speed Dial number information is cleared. • Cell phones must be within their original factory sealed packaging to be approved for sale.

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> - Nortel 450-1SX - LANART LINK ALERT <p>Scanners</p> <ul style="list-style-type: none"> • Epson J121A • Fujitsu FI-4120c • KIP 2050 • UMAX PowerLook 2100XL <p>Fax Machines</p> <ul style="list-style-type: none"> • Brother Intellifax 1250 • Brother Intellifax 1270 • Brother Intellifax 2800 • Brother Intellifax 2820 • Brother Intellifax 3500ML • Brother Intellifax 4750 • Brother MFC-4550A Facsimile • Brother MFC-8300 Facsimile • Brother MFC-8500 • Canon 1060P • Canon L4000 • Canon L775 Facsimile • Canon L785 Facsimile • Canon Laserclass 710 • Canon Laserclass 2060 • Canon Laserclass 7000 • Canon Laserclass 8500 • Canon Laserclass 9000L • Canon Laserclass 9000S • Panasonic UF885AC • Panasonic KX-F1050C • Panasonic KX-FPG379C • Panasonic KX-FP250C • Pitney Bowes 1630 • Pitney Bowes 2030 • Pitney Bowes 2100 FMF • Pitney Bowes 2500 • Pitney Bowes 3400 • Pitney Bowes Imagistics 3500 • Pitney Bowes 9920 • Pitney Bowes 9930 • Ricoh Fax 3500L • Ricoh Ikon 1700L Facsimile • Ricoh Omnifax Fax Machine • Ricoh- Model 3200L Fax • Toshiba TF601 • Toshiba TF631 • Toshiba TF861 • Xerox 635 Fax • Xerox 765 Fax 	

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> • Xerox 7033 Fax • Xerox 7033 Fax • Xerox 7042 Laser Fax • Xerox 238 WorkCentre Photocopier • Xerox WorkCentre Pro 412 • Xerox WorkCentre Pro 555 • Xerox WorkCentre Pro 665 • Panasonic UF-770 • Pitney Bowes Fax Machine 9820 <p>MultiFunction Devices</p> <ul style="list-style-type: none"> • Brother MFC 4350 • Brother MFC 7220 • Brother MFC 7420 • Brother MFC 8220 • Canon H12124 • Canon Image Runner 1370F • Canon Image Runner 1670F • Canon ImageRunner 2800 • Canon ImageRunner C3100 • Canon Image Runner 3300 Super G3 • Canon Image Runner 33201 Super G3 • Canon ImageRunner 400 • Canon L75 • Canon Multipass F80 • Contex Scan Plus III • HP OfficeJet 6310 All-in-One • HP Laserjet 3330 • Konica 7145 • Lexmark X215 • Xerox 480ST • Xerox WorkCentre pro255 • Toshiba E Studio 350 MFD • Toshiba E Studio 450 MFD <p>Photocopiers</p> <ul style="list-style-type: none"> • Ricoh FT3713 • Canon 4080 • Canon PC430 • Canon NP6050 • Sharp AR-M277 • Toshiba 1550 • Toshiba 2860 • Xerox 238 WorkCentre • Xerox Digital 214 • Xerox Telecopier 7024 • Toshiba Copier Model YXW1 <p>Storage Arrays (with drives removed)</p> <ul style="list-style-type: none"> • Compaq Expansion Enclosure • Cisco WS-X6748-GE-TX expansion 	

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> module • Cisco WS-X6348 ethernet switching module • Cisco SA6-SHF-6DISK-AC • Dell PowerVault 137T • EN Disk Enclosure • Compaq storage array • Hitatch storedge 9900 	
<ul style="list-style-type: none"> • Lease/Rental equipment (i.e. photocopiers, faxes, printers, multi-function devices (MFD)). 	<ul style="list-style-type: none"> • Canon IR 2200 • Canon NP4080 • Xerox 2510 Copier 	<ul style="list-style-type: none"> • For Lease/Rental IT Devices, hard drives must be removed on the Ministry premises by the Manufacturer and left with the Ministry to arrange for secure disposal.
<ul style="list-style-type: none"> • Laserjet Printers 	<ul style="list-style-type: none"> • Brother 1230 • HP 8150 Laser Printer • HP Business Inkjet 2600 • HP Designjet ColorPro CAD C7777A • HP Designjet 755CM • HP Laserjet 1020 • HP Laserjet 1100 • HP Laserjet 1160 • HP Laserjet 1200 • HP Laserjet 2P • HP Laserjet 3 printer (HP3481A) • HP Laserjet 3380 • HP Laserjet 4 Printer • HP Laserjet Plus 4 • HP Laserjet 4000 • HP Laserjet 4050TN • HP Laserjet 4100TN • HP Laserjet 4200DTN • HP Laserjet 4250DTN • HP Laserjet 4650 • HP Laserjet 4650DTN • HP Laserjet 5500DTN • HP Laserjet 5550DTN • HP Laserjet 5 printer (C3916A) • HP Laserjet 5M • HP Laserjet 5SI • HP Laserjet 5000DN • HP Laserjet 6P • HP Laserjet 8550N • HP Laserjet 9000 • HP Laserjet Series II Printer • HP PSC 1410 • KIP Starprint 5000 • Lexmark E321 • Lexmark E330 	<ul style="list-style-type: none"> • Print test page to overwrite the last image. If a text image is on the test page, the drum unit will have to be destroyed. • Reset printer to factory defaults. • Check for and destroy any additional electronic media devices such as hard drive, flash drive, floppies, CD's & DVD's that are with this printer. • Remove toner cartridge/toner drum

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> • Lexmark SE 3455N Laser Printer • Lexmark C910 Laser Printer • Lexmark C912 Laser Printer • Lexmark 1650S • Lexmark 45 • Lexmark C510 • Lexmark C710 • Lexmark C720 • Lexmark C750 • Lexmark E+ • Lexmark E232 • Lexmark E240N • Lexmark E332 • Lexmark E310 • Lexmark E312 • Lexmark E322 • IBM (Lexmark) 4029 Laser Printer • Lexmark R+ • Lexmark S1855 • Lexmark SC1275 • Lexmark T522 • Lexmark T612 • Lexmark T614 • Lexmark T620 • Lexmark T622 • Lexmark T630 • Lexmark T632 • Lexmark T640 • Lexmark T644 • Lexmark T646 • Lexmark W820 • Lexmark Z32 • Lexmark Z33 • OKIDATA C5300 Laser printer • 	
<ul style="list-style-type: none"> • Later model Inkjet Printers 	<ul style="list-style-type: none"> • Canon iP4300 • Epson Stylus 777 • Epson Stylus 777i • HP Deskjet 1220C • HP Deskjet 2500CM • HP Deskjet 350C • HP Deskjet 460 • HP Deskjet 5550 • HP Deskjet 600C • HP Deskjet 692C • HP Deskjet 840C • HP Deskjet 842C • HP Deskjet 880C • HP Deskjet 970 CSE • HP G85 	<ul style="list-style-type: none"> • Check for and destroy any additional electronic media devices such as hard disk EIO card, hard drive, memory, flash drives and flash DIMM, PCMCIA cards, floppies, CDs, DVDs. • Print a test page to overwrite the last image. • Reset Printer to factory defaults. Erase network config information. • Remove ink cartridges.

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
<ul style="list-style-type: none"> • Conferencing Device 	<ul style="list-style-type: none"> • Microsoft Roundtable Conferencing Device 	<ul style="list-style-type: none"> • Reset configuration to original factory default. • Ensure Station ID, Telephone Numbers and Speed Dial information is cleared on unit and keypad. • Check for removable memory devices (i.e.: USB keys) and if found, retain for destruction and secure for transport. • Check for batteries and remove if necessary.
<ul style="list-style-type: none"> • Tape Drives 	<ul style="list-style-type: none"> • Ditto External Tape Drives (IO2000-PX) • Iomega Zip 250 Drive (Z250P) • Quantum DLT400 tape drive 	<ul style="list-style-type: none"> • Check and remove any media (i.e.: tapes, QIC cartridges, etc.) from the drives. Media must be destroyed. • Reset the device to the original factory default settings. • Check for installation diskettes and CDs.
<ul style="list-style-type: none"> • Network, SCSI, etc Cards 	<ul style="list-style-type: none"> • HP JetDirect Network Card • Serial Port Card • 3Com Network Card Adaptec SCSI Card • 3Com EtherLink 3 • Baynetwork 203250 card • Baynetwork 202817 card • Cogent EM110 • HP J3171 • Compaq NC3134 • IBM 92G7632 Token Ring Adapter Card • 3Com 3C905B • HP 306810 • Cisco WS-F6700-Central Forward Card • Nortel NTDK20JA Meridian SSC card • Nortel NTVQ01BB GTW Media card • Cisco AIR-CB2IAG-A-K9 Wireless card • Sierra Wireless N7NAC775 Air Card • Pulse H1012/Network Card • Halo 9711/Network Card • Intel EtherExpress PRO/100 LAN Adapter • Compaq 009591-000 daughter card • CISCO BRI-U-V1 ISDN Interface • CISCO WS-X6416-GBIC Ethernet Module 	<ul style="list-style-type: none"> • Check for removable memory devices and if found, retain for destruction. • Reset the device to the original factory default settings. • Check for installation diskettes and CDs. • Ensure secure transport for delivery of cards.
<ul style="list-style-type: none"> • Modems 	<ul style="list-style-type: none"> • Paradyne Aculink 3160, 3161, 3165, 3810 • Modem Boards 3811 • US Robotics 56K modem 	<ul style="list-style-type: none"> • Configuration information must be erased or reset to factory default. • Check for removable memory devices and if

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> • Practical Peripherals PC288MT • US Robotics 28800 • 3Com 56K Winmodem PC Card • Megahertz PC Card Modem (XJ4288) • Universal Data Systems V3225 	<p>found, retain for destruction re: storage of phone numbers in NVRAM.</p> <ul style="list-style-type: none"> • Check for installation diskettes and CDs.
<ul style="list-style-type: none"> • Baynetwork power supply 	<ul style="list-style-type: none"> • Baynetwork 200167 power supply 	<ul style="list-style-type: none"> • Reset to factory default. • Check for removable memory devices and if found, retain for destruction. • Check for installation diskettes and CDs. • Remove any doc'n affixed to device
<ul style="list-style-type: none"> • Packet Shaper 	<ul style="list-style-type: none"> • Packet Shaper 4500 	<ul style="list-style-type: none"> • Reset to factory defaults. • Check for installation diskettes and CDs. • Remove all documentation affixed to machine. • Check for and destroy any additional electronic media devices such as hard disk EIO card, hard drive, memory boards, memory modules, flash drives and flash DIMM, PCMCIA cards, floppies, CDs, DVDs
<ul style="list-style-type: none"> • Video Surveillance Equipment 	<ul style="list-style-type: none"> • Axis 240Q video server • AXIS 0064-2 • AXIS 0106-001-01 	<p>Reset to factory defaults. Check for installation diskettes and CDs. Remove all documentation affixed to machine. Check for and destroy any additional electronic media devices such as hard disk EIO card, hard drive, memory boards, memory modules, flash drives and flash DIMM, PCMCIA cards, floppies, CDs, DVDs</p>
<ul style="list-style-type: none"> • Telecommunication and Voice Equipment 	<ul style="list-style-type: none"> • Nortel NT4K52FBProcessor • Mitel 9110-013 2 trunk card • Nortel QPC775B SYNCHRONISATION CARD • Cisco NM HDV Voice Interface Card • Nortel NT65AB OPTION 11 LINE SIDE T1 CARD 	<p>Reset to factory defaults. Check for installation diskettes and CDs. Remove all documentation affixed to machine. Check for and destroy any additional electronic media devices such as hard disk EIO card, hard drive, memory boards,</p>

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<ul style="list-style-type: none"> Nortel Card QPC720F 	memory modules, flash drives and flash DIMM, PCMCIA cards, floppies, CDs, DVDs
HIGH RISK – Approved for Destruction Only		
<p>Note: Removal of the storage capability device that processes government electronic records or information renders the IT Asset's security classification from HIGH to LOW, thus allowing the IT Asset to be shipped as LOW. The storage capability device must still be securely shipped as HIGH.</p> <p>Example: Photocopier – Hard Drive removed and securely shipped as HIGH. The photocopier can then be shipped as LOW.</p>		
<ul style="list-style-type: none"> Assets that have not been reviewed for record storage potential. Assets with imbedded storage media (hard disk or memory) used to process personal or sensitive government electronic records or information. Portable (Removable) Storage Media Standard Desktop PC Portable computer device (laptop, notebooks, tablet PC, pocket PC, small computer device). 	<p>Hand Held Devices</p> <ul style="list-style-type: none"> Personal Digital Assistant (PDA) Pocket PC Palm Tungsten <p>Removable Memory Cards</p> <ul style="list-style-type: none"> Removable/transportable digital memory media Digital memory card (also cell phone) Multi-media memory cards USB memory sticks/drives (i.e.: Thumb drive) Compact Flash Drives Smart Cards Flash Cards Memory cards (PCMCIA) SIM (Subscriber Identity Module) cards 	<p><i>Must submit IT Asset Disposal Submission Review Form if requesting other form of disposal.</i></p> <ul style="list-style-type: none"> Destroy all removable media (onsite where possible). No disposal of assets that have not been reviewed to determine record storage potential and erasure procedure. Destroy all devices with storage capability that is used to process government electronic

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
<ul style="list-style-type: none"> • Servers • Network Analyzers • Backup Storage Devices • Scalable Disk System • SNMP Modules • Telephone Systems 	<p>Magnetic Disks</p> <ul style="list-style-type: none"> • ZIP Disks • Floppy Disks (including software) • Hard Drives (IDE, SCSI, ATA, portable, micro drives, laptops) • Portable Media Players (iPods, MP3) <p>Magnetic Tapes</p> <ul style="list-style-type: none"> • Round Reel and Cassette format tapes • Audio/video tapes <p>Optical Disks</p> <ul style="list-style-type: none"> • CD • DVD • VD • Mini-CD <p>Storage Units</p> <ul style="list-style-type: none"> • Hitachi Freedom SAN Storage <p>Network Related</p> <ul style="list-style-type: none"> • Sniffer InfinStream I1610 appliance <p>Servers</p> <ul style="list-style-type: none"> • Compaq ML570 • Compaq Proliant 1600 • Compaq Proliant 3000 • Compaq DL380 • Compaq ML370 • Cisco Content Engine CE590 • Compaq 1600R • Data General AViiON NUMALiINE • Dell Poweredge 4400 • Sun Ultra 5 • Sun Ultra 10 • IBM 3542 <p>Telephone Systems</p> <ul style="list-style-type: none"> • Mitel SX-200/SX-200A • Nortel 2-Teir Meridian Integrated Conference Bridge • Nortel Signal Server NTDU27AA, NTDU27ABE5 • Octel Aspen Branch • Octel Aria O250 	<p>records or information (including warranty returns. For BlackBerry devices – see below).</p> <ul style="list-style-type: none"> • Reset configuration to factory default. • RAID Controllers require battery removed. • Reset BIOS to default. <p>• If a laptop is built in to the unit. The laptop must be removed and disposed of separately as per the IT Asset Disposition procedures.</p>

IT Asset Disposal List

Asset Description	Asset Examples	Disposition
	<p>Other</p> <ul style="list-style-type: none"> Dual Head Thermal Inkjet 	
	<ul style="list-style-type: none"> BlackBerry device (under warranty) 	<p>BlackBerry devices under warranty can be returned for repair provided Ministries follow the process outlined in the BlackBerry Device Return Process and complete the BlackBerry Device Return Process Checklist.</p> <p>BlackBerry devices must first be wiped as per instructions. Note: Any BlackBerry where you cannot verify that the wiping process has been successful must be returned to the Ministry and sent to Asset Investment Recovery (AIR) to be destroyed as per Information Security Policy 5.2.6 (b).</p>
	<ul style="list-style-type: none"> BlackBerry device (no longer under warranty) 	Must be destroyed.

Change Record:

Date	Author	Version	Change Reference
21 Nov 06	Steven Hunt	1.0	Original draft
2 Feb 07	Steven Hunt	1.1	Updated List based on Submission Reviews
20 Feb 07	Steven Hunt	1.2	Updated List based on Submission Reviews
23 Mar 07	Steven Hunt	1.3	Updated List based on Submission Reviews
16 Apr 07	Steven Hunt	1.4	Updated List based on Submission Reviews
9 May 07	Steven Hunt	1.5	Updated List based on Submission Reviews
18 May 07	Steven Hunt	1.6	Updated List based on Submission Reviews
5 June 07	Steven Hunt	1.7	Updated List based on Submission Reviews
19 June 07	Steven Hunt	1.8	Updated link to the IT Asset Disposition Process site
22 June 07	Steven Hunt	1.9	Updated List based on Submission Reviews
29 June 07	Steven Hunt	1.10	Updated List based on Submission Reviews
16 July 07	Steven Hunt	1.11	Updated List based on Submission Reviews
24 July 07	Steven Hunt	1.12	Updated List based on Submission Reviews
02 August 07	Steven Hunt	1.13	Updated List based on Submission Reviews
08 August 07	Steven Hunt	1.14	Updated List based on Submission Reviews
15 August 07	Bonnie Beyea	1.15	Updated List based on Submission Reviews

IT Asset Disposal List

22 August 07	Bonnie Beyea	1.16	Updated List based on Submission Reviews
29 August 07	Bonnie Beyea	1.17	Updated List based on Submission Reviews
17 Sept. 07	Steven Hunt	1.18	Updated List based on Submission Reviews
24 Sept 07	Bonnie Beyea	1.19	Updated List based on Submission Reviews
25 Sept 07	Bonnie Beyea	1.20	Updated List based on Submission Reviews
5 Oct 07	Bonnie Beyea	1.21	Updated List based on Submission Reviews
16 Oct 07	Bonnie Beyea	1.22	Updated List based on Submission Reviews
24 Oct 07	Bonnie Beyea	1.23	Updated List based on Submission Reviews
1 Nov 07	Bonnie Beyea	1.24	Updated List based on Submission Reviews
16 Nov 07	Steven Hunt	1.25	Updated List based on Submission Reviews
6 Dec 07	Bonnie Beyea	1.26	Updated List based on Submission Reviews
20 Dec 07	Bonnie Beyea	1.27	Updated List based on Submission Reviews
18 Jan 08	Bonnie Beyea	1.28	Updated List based on Submission Reviews
01 Feb 08	Steven Hunt	1.29	Updated List based on Submission Reviews
22 Feb 08	Steven Hunt	1.30	Updated List based on Submission Reviews
10 Mar 08	Bonnie Beyea	1.31	Updated List based on Submission Reviews
25 Mar 08	Bonnie Beyea	1.32	Updated list based on Submission Reviews
11 Apr 08	Steven Hunt	1.33	Updated list based on Submission Reviews
30 May 08	Bonnie Beyea	1.34	Updated list based on Submission Reviews
19 June 08	Bonnie Beyea	1.35	Updated list based on Submission Reviews
23 July 08	Bonnie Beyea	1.36	Updated list based on Submission Reviews
13 March 09	Matthew Goluch	1.37	Added Telecommunication and Voice Equipment section
13 March 09	Matthew Goluch	1.37	Added Video Surveillance Equipment section
13 March 09	Matthew Goluch	1.37	Updated list based on Submission Reviews
12 August 09	Matthew Goluch	1.41	Updated list based on Submission Reviews
20 Oct 09	Steven Hunt	1.42	Updated BlackBerry Warranty Repair process
22 Oct 09	Alex Smolov	1.43	Updated list based on Submission Reviews
4 Jun 10	Steven Hunt	1.44	Updated list based on Submission Reviews
7 Jul 10	Steven Hunt	1.45	Updated list based on Submission Reviews
10 Sept 10	Steven Hunt	1.46	Updated list based on Submission Reviews
3 Dec 10	Steven Hunt	1.47	Updated list based on Submission Reviews
12 Jan 11	Steven Hunt	1.49	Updated list based on Submission Reviews
11 Feb 11	Steven Hunt	1.50	Updated list based on Submission Reviews
10 Mar 11	Steven Hunt	1.51	Updated list based on Submission Reviews
17 May 11	Steven Hunt	1.52	Updated list based on Submission Reviews
31 May 11	Steven Hunt	1.53	Updated list based on Submission Reviews
4 Aug 11	Steven Hunt	1.54	Updated list based on Submission Reviews
8 Sept 11	Steven Hunt	1.55	Updated list based on Submission Reviews
8 Nov 11	Steven Hunt	1.56	Updated list based on Submission Reviews