



# POLICY & PROCEDURE

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**SUBJECT:** IT – End of Life Cycle for IT Equipment

**NUMBER:** IT-01-10

**APPLICABLE TO:** All DJS Employees

**EFFECTIVE DATE:** 11/17/10

**APPROVED:**           /s/ signature on original            
**Donald W. DeVore, Secretary**

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## 1. POLICY

The Department of Juvenile Services (DJS) Information Technology (IT) Unit will maintain a multiple year life cycle for all DJS owned and leased IT equipment to ensure that the equipment is replaced when it becomes obsolete or is otherwise no longer useful to the state of Maryland. As vendor warranties expire and the software is no longer supported, IT equipment becomes more expensive to service and support and must be replaced.

## 2. AUTHORITY

- a. Annotated Code of Maryland, Human Services Article, Title 9 – Juvenile Services, §§ 9-203; 9-204.
- b. Maryland Department of Information Technology (DoIT) Information Security Policy (Version 2.2; October, 2009).
- c. Maryland Department of General Services (DGS) – Inventory Control Manual (July, 2003).

## 3. DEFINITIONS

- a. *Life cycle:* The period of time during which information technology hardware equipment and software is useful to the State.

## 4. PROCEDURES

### a. **Life Cycle**

- (1) All IT equipment will be subject to a defined life cycle, as shown in the table below:

Equipment Type	Replacement Cycle
Network infrastructure (routers, switches, media converters)	8 yrs
Servers (Novell, Windows, Linux, Unix)	8 yrs
Desktop computers	5 yrs
Laptop computers	5 yrs
Printers	4 yrs
Fax machines	3 yrs
Copiers	5 yrs
Telephones	3 yrs - vendor contract
Blackberries	5 yrs*
Cell phones	5 yrs*
Air cards	As needed
* replacement in 5 yrs or as state contracts change and/or pricing is reduced to comply with budget reductions	

## (2) Responsibilities

The DJS IT Unit is responsible for the purchase, configuration, installation and disposal of all IT equipment. DJS IT technicians will ensure that a *DJS Equipment Property Release* form (Appendix 1) is completed and submitted, when appropriate, to the IT Unit.

## (3) Deployment of Equipment

The deployment of equipment will be based on the following:

- (i) Assignment of workstations to new employees;
- (ii) Replacement of broken, non-repairable, problematic or too costly to repair equipment; and
- (iii) Replacement of equipment that has reached the end of its life cycle.

## b. Equipment Disposal

The DJS IT Unit shall dispose of IT equipment in a manner consistent with section 6.4 (“Storage Media Disposal”) of the DoIT Information Security Policy. The DJS IT Unit will:

- (1) Begin the disposal process of equipment within three (3) weeks of replacement, when feasible;

- (2) Ensure all equipment that contains sensitive data will go through a sanitization and/or removal of the hard drive process before being disposed;
- (3) Complete the DJS *Excess Property Disposal Order* (Appendix 3) and the DGS *Excess Property Declaration* (Appendix 4) forms and forward each to the DGS Inventory Standards and Support Services;
- (4) Prepare the equipment for disposal;
- (5) Arrange removal of the equipment from the premises and obtain documentation to certify that the equipment has been properly disposed; and
- (6) Update the DJS IT Asset Management database to document the disposition of the equipment.

5. **DIRECTIVES/POLICIES AFFECTED**

- a. Directives/Policies Rescinded - **None**
- b. Directives/Policies Referenced - **None.**

6. **LOCAL IMPLEMENTING PROCEDURES REQUIRED**

Yes

7. **FAILURE TO COMPLY**

Failure to comply with a Secretary's Policy and Procedure shall be grounds for disciplinary action up to and including termination of employment.

**Appendices – 4**

1. Equipment Property Release Form
2. DoIT Information Security Policy (Version 2.3; October 2010)
3. Excess Property Disposal Order
4. Excess Property Declaration