Protecting University Information During Information Technology (IT)
Equipment Transfer and Disposal

**Equipment Transfer Between University Employees and Organizations for University Use**
- University IT equipment, including but not limited to servers, printers, personal computers, cell phones, PDAs, removable data storage devices, etc. must be wiped according to USNH Policy prior to transfer; see [http://www.usnh.edu/olpm/USY/VI.Prop/F.htm#5](http://www.usnh.edu/olpm/USY/VI.Prop/F.htm#5).

**IT Equipment Resale, Disposal and Recycling**
- Selling university owned IT equipment or transferring the equipment to non-university persons or organizations is not allowed for the following reasons:
  - Administrative overhead and risk to university information exceed any benefits of such sales or transfer
  - University software licenses are not transferable for private use
  - Selling equipment that was purchased with university funds or under an academic discount program for private use is not appropriate
- UNH provides IT equipment disposal, along with the appropriate information wiping and recycling services through its Safe Electronic Equipment Disposal (SEED) program.

**More information**
- [http://www.unh.edu/purchasing/surplus/index.html](http://www.unh.edu/purchasing/surplus/index.html) for requests to surplus non-IT equipment
- [https://www.unh.edu/it/information-security-services/seed-electronics-disposal](https://www.unh.edu/it/information-security-services/seed-electronics-disposal) for information about the SEED program and applicable policies