

Los Angeles City College Administrative Services "How To" Book	Information Technology Department	IV D-5
<b>How Do I Request a Transfer of Information Technology Equipment?</b>		

**A. Brief Description**

The below procedures and guidelines for the transferring of information technology equipment are in compliance with the District’s established guidelines and procedures.

**B. How To**

1. All physical movements of any information technology assets from building to building or cost center to cost center shall follow the district guidelines for moving assets.
2. An asset request form must be completed prior to any movement.
3. The College Information Technology Department shall be informed of the movement and will be responsible for performing the following tasks:
  - a. Tear down and re-installation of equipment from the former to the new location;
  - b. Sanitize any data from the equipment that is not appropriate for use by the new user or department.
  - c. Archive any data that may be needed by the former user or department for future reference; and
  - d. Update the Information Technology asset log to identify the asset movement or change. Communicate with the Receiving Department to ensure update of the asset database to reflect the change in the asset.
  - e. Reset desktop computers to secure any needed data and wipe clean any sensitive data no longer needed.