

New Hampshire WIC Policy & Procedure Manual

Chapter 5. NUTRITION SERVICES AND ADMINISTRATION (NSA) EXPENDITURES

Disposal, Repurpose, Transfer, and Deletion of Inventory

Purpose To maintain an accurate account of the agency's equipment, computer and other inventory.

Policy Local Agencies (LA) may not dispose of property purchased with WIC funds without prior State Agency (SA) authorization. Disposal of obsolete equipment should occur within one month of removal from service.

The LA must remove all confidential, sensitive or personal information from all property prior to disposal.

Only the State Agency can delete items from the StarLINC Equipment Inventory.

Authority **CFR 246.24**

Procedure The LA shall request in writing to the SA, approval to dispose/repurpose or transfer an item/equipment, or to have a record deleted in the agency's StarLINC Equipment Inventory.

The SA reviews the request for deletion, disposition/repurpose or transfer of the item/equipment, determines the action to be taken, deletion, disposition/repurpose or transfer, and will inform the LA of that action via email. The LA shall follow the guidelines for each specific situation below:

Deletion of Equipment

SA determines that a deletion of record should occur, the SA will delete the record in StarLINC and notify the LA when the item has been deleted.

Error in Agency's StarLINC Inventory

If the LA notices a mistake in the LA's StarLINC Equipment Inventory that cannot be corrected, the LA shall request to have the item deleted.

Disposal or Repurpose of Equipment

SA determines an item needs to be disposed or repurposed, the LA should follow the following procedures:

- 1.) LA shall securely purge all computers, media equipment or copiers with digital memories and storage capacities of all confidential, sensitive or personal information prior to disposal, repurposing, or physically destroying.

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- 2.) The paper documentation such as but not limited to, sales receipt, packing slip, invoice etc. for the disposed item(s) should remain on file with the LA for four (4) years. After the (4) years has ended, the paper documentation of item(s) shall be discarded by the LA. Refer to *Disposition form/template*.
- 3.) After disposition, the LA must send confirmation either by email or by calling their State Agency that the item(s) has been disposed of as directed.
- 4.) When the LA has been authorized or required to sell an item(s), the SA will work with the LA on a case by case basis to ensure the highest possible return is obtained. When sold, LA shall document how much the item(s) was sold for and to whom it was sold. A credit for the total amount of the item sold shall be applied to the following month's affidavit. This information shall be entered into the StarLINC equipment inventory Notes section for sold item.
- 5.) The inventory record in StarLINC shall be updated to reflect the change in status as follows:

Disposal of Equipment

Enter the following in the StarLINC system:

- **Disposal Date** – Enter the date the item was disposed of.
- **Disposal Reason** – Once you have received approval to dispose of an item by the SA, select the disposal reason from the dropdown in the Equipment Inventory in StarLINC. If the reason you are disposing the item is not in the dropdown, please contact the SA to have added.
- **Disposed Equipment Disposition** – Select the appropriate disposition from the drop down. If the reason you are disposing the item is not in the dropdown, please contact the SA to have added.

Disposal or Repurpose of Computer Equipment (additional steps required):

Determine number of back-ups your agency may need—keep those computers/laptops secure.

Dispose or repurpose computers that will no longer be used above back-ups needed.

- 1.) Uninstall StarLINC-within 30 days.
- 2.) Remove any client data that may be in such as but not limited to word/or excel documents-within 30 days

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Transferring of Equipment

SA determines that transfer the equipment, the LA should follow the instructions on how to transfer equipment.

- 1) LA directed to transfer equipment to another Local Agency or from the LA to the State Agency, the transferring agency shall:
 - Retrieve the item in the LA's StarLINC Equipment Inventory
 - Initiate the transfer process, and
 - Physically send the equipment that is being transferred to the receiving agency.

- 2) LA receiving transferred equipment upon physically receiving the equipment, shall:
 - Retrieve the item using the "Find Screen" in the LA's StarLINC Equipment Inventory,
 - Mark the item as received by selecting the "I have received this item" link in the bottom right corner of the record, and
 - Complete the required fields.

Refer to the *Inventory policy* for detailed instructions for entering equipment/items into StarLINC.

Exception

None