

How do I Dispose of University Property or Records?

1. Property

University property (e.g. furniture, computers, data storage devices, electronic equipment, scientific equipment, vehicles) must be disposed of in accordance with information security requirements and, where applicable, environmental regulations. The requirements for disposing of University property are set forth in the [Property Administration Policy](#), and are summarized as follows:

- To dispose of University property *other than* computing equipment, contact the University's Asset Program Manager at tel. (202) 319-5602 or CUA-EHS@CUA.EDU to arrange for pick-up.
- Computers, tablets, Smartphones and other electronic data storage devices may contain confidential information that must be protected per the [Information Security and Assurance Policy](#). These items require special disposition. Contact Technology Services at tel. (202) 319-4357 or TECHSUPPORT@CUA.EDU to arrange for pick-up. Technology services also will dispose of personal computing equipment that was used for University business.

2. Document and Records

Information regarding students, employees, business partners, donors or the government may be confidential or sensitive, and must be protected against unauthorized access or disclosure per the [Information Security and Assurance Policy](#).

Shred all written documents that contain potentially sensitive information when the documents are no longer needed. If in doubt whether the information is sensitive, err on the side of caution and shred the document.

If uncertain whether a document or record must be retained for regulatory or other requirements, review the [Record Retention Policy](#). If uncertainty remains, contact the Chief Ethics and Compliance Officer and Chief Privacy Officer (tel. 202-319-6170, CUA-COMPLIANCE@CUA.EDU) for assistance.