

Glasgow Kelvin College

Finance and Resources Committee – 5 March 2024

Fixed Asset Disposal/Write-Off

Report by Director of Digital and Information Services

1. Introduction

The purpose of this report is to seek approval for the physical and accounting disposal of obsolete assets. Members will be aware that the College has an extensive Capital Investment Plan which includes the renewal and replacement of equipment which, in turn, requires the disposal of the items replaced.

2. ICT Assets Disposal Request

In September 2023, a paper for the fixed asset disposal of ICT equipment was presented to the Committee. Many of those assets were marked for disposal as a result of the College decision in 2023 to the withdraw provision from the West End Campus. There were many changes made to the locations of curriculum delivery in the summer of 2023, and as such, not all fixed assets could be processed in time to determine which could be re-used and which should be considered for disposal. Since September 2023, the ICT department has re-distributed assets from West Campus to other campuses, in a cascading effort to ensure students and staff have access to the best resources available.

This paper now details the remainder of fixed assets that are either no longer required or they are faulty and beyond economical repair. The assets as listed in **Appendix 1**.

All items are recycled in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013 through a company called Re-Tek, who try refurbish equipment for communities in the first instance before deciding to recycle. All data is destroyed in accordance with cyber-security standards. The College receives a certificate to confirm that equipment is disposed of appropriately and that data has been destroyed. More information on Re-Tek can be found at the link below:

[WEEE Recycling | Re-Tek | Glasgow | London | UK.](#)

All items marked for disposal, no longer have any financial value. Many items are more than 10 years old. Some items do not have an asset tag as they either pre-date Glasgow Kelvin College or they do not meet minimum financial threshold. However, give the volume of assets requested for disposal, these items are also being highlighted.

3. Resource Implications

There are no resource implications arising as a consequence of these requested disposals.

4. Impact on Students

There are no expected negative impacts on students.

5. Risk and Assurance

There is no adverse risk evident. Items will be sold as seen. Broken items will be disposed of. No electrical items will be sold.

6. Equality

No adverse impacts on individuals with protected characteristics have been identified as a consequence of this report.

7. Data Protection

There are no data protection implications arising as a consequence of disposing of these items of equipment. Any data stored on server devices, will be erased and a appropriate assurances will be provided by the recycling company.

8. Environmental and Sustainability

As aforementioned, ICT equipment will be recycled in accordance with the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013.

9. Recommendations

It is recommended that members:

- i) note the content of this report;
- ii) approve the disposal/write-off of these pieces of equipment listed in **Appendix 1**.

10. Further Information

Further information can be obtained from Jason Quinn, Director of Digital and Information Services at jquinn@glasgowkelvin.ac.uk.

Jason Quinn, Director of Digital and Information Services, February 2024

Appendix 1

ICT Asset Disposal Request

Summary of assets

Category	Quantity
boxes of Misc peripherals	38
Chromebook	12
Desktop PC	53
Desktop PC's	81
Interactive Boards	6
Laptop	86
Apple Mac PCs	11
Apple MacBook	4
Monitors	160
Printer	14
Projector	10
Server	1
Telephones	28
Grand Total	504

Details of assets

Make	device type	Model	Asset	Qty	Reason
HP	Desktop PC	Z220	03220, 03213, 03217, 03218, 03211, 03222, 03214, 03219, 03229, 03228, 03226, 03431, 03424, 03427, 03437, 06046, 03439, 06047, 03432, 03442, 03430, 034338, 03413, 03425, 06045, 03429, 03433, 03426, 03436, 03441, 03443, 03434, 03428, 03435, 03440, 02573, 03227, 03230	40	Assets over 10 years.
Misc	Monitors	misc	N/A	160	Assets over 10 years.
Misc	boxes of Misc peripherals	misc	N/A	38	Assets over 10 years.
Apple	Apple Mac PCs	Misc	01658, 00112, 00083, 01625, 00099, 00065, 00062, 01624, 3 without tags	11	Assets over 10 years.

Make	device type	Model	Asset	Qty	Reason
HP	Desktop PC's	HP Compaq 8200 SFF without tags, serial numbers recorded	CZC3227BN2, CZC4093SM2, CZC2127BK2, CZC408101M, CZC3227BNG, CZC408101F, CZC4120CBZ, CZC2127BHB, CZC3227BM6, CZC4093M4, CZC34564G5, CZC3227BMK, CZC4120CC7, CZC3227BLV, CZC3227BLY, CZC2127BM7, CZC4093SMY, CZC34564G3, CZC2127BK0, CZC3227BMZ, CZC4093SMF, CZC4120CCN, CZC4093SMT, CZC4093SMD, CZC4120F01, CZC4120CC5, CZC4093SNC, CZC4093SN7, CZC4093SNF, CZC4093SMZ, CZC4093SN6, CZC4120F0H, CZC4093SLV, CZC408101A, CZC4120CCF,M CZC4093SM3, CZC2300QW8, CZC408101G, CZC2127BJZ, CZC4093SLM, CZC4120CCB, CZC227BKD	42	Assets over 10 years.
HP	Desktop PC's	HP Compaq 8200 SFF	04992, 04694, 05649, 05683, 05252, 01864, 05005, 02351, 05251, 05012, 05032, 04876, 05003, 052556, 04995, 05161, 04890, 05157, 04998, 03134, 05019, 04597, 05028, 05024, 00439, 04201, 04193, 04540, 03018, 12095, 05006, 05191, 04999, 05254, 05241	35	Assets over 10 years.
Smart	Interactive Boards	Smart M600	06296, 06300, 05685, 00455, 00437, 05682	6	Assets over 10 years.
HP	Desktop PCs	Elitedesk 800 G1 SFF	05664, 05670, 10045, 06830	4	Damage beyond repair
HP	Desktop PCs	Compa1 7900	3018		Assets over 10 years.

Make	device type	Model	Asset	Qty	Reason
Lenovo	Laptop	Thinkpad	06671, 04076, 06678, 06637, 06670, 00457, 06647, 05759, 06641, 06674, 04116, 01522, 1S4236IF3R8MHE7R, 06640, 06633, 06658, 06669, 06639, 06673, 05753, 05553	21	Assets over 10 years.
Toshiba	Laptop	Satellite	05795, 05817, 05808, 05803, 05818, 05794, 05801, 05796, 05804, 05805, 05806, 01590, 01579, 01577, 01588, 01587, 05798, 01576, 05791, 01585, 05809, 01575, 05528, 05513, 05518, 05514	26	Assets over 10 years.
Dell	Desktop PC	Optiplex	04133, J69L532, G49L532, 1WCML82, 1VRLL82, 1VRLL82, C49L532, DHKWJY1, DHKWJY1, 4N8L532, 30BML82, 329L532	12	Assets over 10 years.
Dell	Laptop	N/A	7k40qk1, 4hqld72	2	Assets over 10 years.
Acer	Chromebook	N/A	13755, 13964, 13543, 13637, 13541, 13190, 13189, 13239, 14930, 13631, 13565, 13935	12	Damaged beyond repair
HP	Laptop	Probook 6570b	06199, 06200, 06196, 05179, 06198, 06201, 06202, 05557, 05556, 06203, 06205, 06197, 01749, 05697, 01784	15	Assets over 10 years.
Apple	Macbook	n/a	no tag	4	Assets over 10 years.

Make	device type	Model	Asset	Qty	Reason
RM	Laptop	FL91	06206, 01790, 06209, 06208, 06210, 00734, 00175, 00171, 00168, 01419, 01418, 05777, 00165, 00170, 01416, 01421, 04136, A04423, A03367, A03300, A04413, A03353	22	Assets over 10 years.
Lexmark	Printer	T640	05192, 4 wihtout Tags	5	Assets over 10 years.
Magicard	Printer	Rio	no tags	1	Assets over 10 years.
lexmark	Printer	T650	04520, 1 with no tag	2	Assets over 10 years.
HP	Printer	Laserjet 4350	03594, 03604	2	Assets over 10 years.
HP	Printer	Officejet pro x551	04984	1	Assets over 10 years.
Lexmark	Printer	MS410dn	no tags	3	Assets over 10 years.
Epson	Projector	EB-575W	05681, 05684, 00461, 06295, 06299	5	Assets over 10 years.
Epson	Projector	EB-696UI	05876, 05904, 05900, 00119	4	Assets over 10 years.
Hitachi	Projector	CP-AW3003	00456	1	Assets over 10 years.
Acer	Desktop PC	N/A	00189	1	Assets over 10 years.
Cisco	Telephones	Misc	no tags	28	Assets over 10 years.
Dell	Server	Equalogic	04672	1	Assets over 10 years.