



INFORMATION TECHNOLOGY

TOWN OF ACTON

INTERNAL MEMORANDUM

**TELEPHONE (978) 264-9606
FAX (978) 264-9630**

MHALD@ACTON-MA.GOV
WWW.ACTON-MA.GOV

TO DON JOHNSON

DATE APRIL 23, 2004

SUBJECT REQUEST FOR APPROVAL: EQUIPMENT DISPOSAL

The I.T. Department respectfully requests permission to dispose of defective or otherwise unusable technology as listed below:

- Miscellaneous cables and switchboxes.
- Defective keyboards, mice and power strips.
- Miscellaneous network and telecommunication equipment used prior to operation of the new I-Net. Said equipment is incompatible or obsolete with the new infrastructure, but may be able to be traded in.
- Obsolete software media and documentation.
- 2 defective scanners, which contain no serviceable parts.
- 24 computer monitors and "dumb" terminals. These are five to ten year old monitors, are completely defective, otherwise unusable or incompatible with current equipment.
- 6 inkjet printers, each approximately eight years old, that have failed repeatedly and are inoperable at this time. The cost to repair these printers exceeds the cost to replace them.
- 1 defective dot-matrix printer, which has no serviceable parts due to its age.
- 5 laser printers, completely defective. It has not been possible to obtain replacement parts for these devices due to their age.
- 15 computers, each between five and eight years old, were not compatible with the MUNIS software minimum requirements. These computers were replaced with a far more cost-effective "thin client" technology. While these computers are incapable of supporting MUNIS, they are functional as simple word processors. We recommend these systems be donated to Senior Citizens who may not be able to afford a basic computer.
- 17 other computer "carcasses" which were found to be defective or salvaged for usable parts. These units have no salvage value and we recommend disposal.

If the Board approves these two disposal methods, disposal will take place Saturday, May 1, 2004, Hazardous Waste Disposal Day, and coordination with the Council on Aging will begin.

Regards,

Mark Hald