Division Of
TECHNOLOGY &
INNOVATION
C H A N N E L
I S L A N D S

California State
University

Process Number:	BP-03-012.01	**Effective Date:**	99/99/9999
Approved By:	A. Michael Berman		**Page 1 of 3**
	VP for Technology & Innovation		

Business Practice for Hardware End-of-Life and "Red Tagging"

PURPOSE:

Describes the computer hardware End of Life, and Red Tagging processes and the support limits T&I complies with to maintain a responsive and secure computing environment.

BACKGROUND:

BUSINESS PRACTICE:

Accountability:

Vice President for Technology & Innovation

Applicability:

All CI recipients of computer hardware.

Definitions:

1. **End-of-Life** – the product supplied to the faculty/staff is in the end of its useful life and the vendor (Dell/Apple) stops marketing, selling, or sustaining it.
2. **Red Tag** – The tag that is affixed to computer hardware when that hardware is no longer supported by T&I personnel due to one or more of the following reasons:

   a. The computer has reached the end of its lifecycle and requires replacement.
   b. The computer does not run a CI standard computer operating system (OS).
   c. The computer is not a CI standard make/model.
   d. The computer was purchased without CI funds.

Text:

General

Business Practice for Hardware End-of-Life and "Red Tagging"

When has a CSUCI computer reached the end of its lifecycle?
CI computers are purchased with 3yr warranties. Computers reach their end-of-life after 5 years of service and will be assigned a "Red Tag" at that time.

What happens after a computer has been "Red Tagged"?
A "Red Tagged" computer will not be removed and decommissioned as long as it's in working condition (able to startup successfully to a working desktop) and is running a current and supported OS receiving monthly security and OS updates.

Why is the Red Tag needed?
T&I cannot effectively support computers that are no longer under warranty and still keep pace with all the new equipment purchased. Old computers should be replaced on a regular cycle to insure CI's users have good working equipment to perform their daily assignments.

Do Red Tagged computers get added into ZoHo (campus inventory)?
Yes. There is a field in the ZoHo inventory for Red Tagged computers.

Exhibits:

These documents are incorporated by reference. Please consult the T&I Policy website for the latest versions:

REV-7/2012

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Assessment Requirements

Assessment requirements and history are listed in the grid below.

Description	Frequency	Role Assigned	Date Completed
General review of this business practice	Annual – July	T&I Leadership	99/99/9999

Revision History

BP Nbr:	BP-03-012	**Enacted Date:**			
Revision Nbr:	001	**Revision Date:**	02/02/2017	**Revised By:**	NFisch