



# BCS GoServices Asset Recovery Service

## Key Benefits

Avoid expense and risk of retiring old server and workstation equipment, including peripherals

Ensure that privacy laws, compliance and other governance affecting data security are never violated in the process of recycling your server equipment

Reuse and repurpose older equipment with value to new tasks, quickly and cost-effectively

Easily and quickly remove older equipment from your facilities to free floor space and warehousing

Dispose of older equipment with no risk of improper handling of data nor software assets

Ensure appropriate disposal of older equipment with no fair market value according to Environmental Protection Agency (EPA) standards

Obtain financial advantage and logistical assistance in remarketing older equipment into the secondary market

Easily gain tax advantages associated with charitable donation of older equipment, without the usual burden required to track and validate

**B**CS GoServices Asset Recovery provides for the retirement, disposal and remarketing of personal computers, workstations, servers, network equipment and associated peripherals. The BCS GoServices Asset Recovery mission is to shield organizations from the inherent risks associated with computer retirement and disposal.

These risks include confidential information remaining on retired hard drives, software piracy, environmental fines and unnecessary property tax payments. Our service offering minimizes client involvement in the complicated and cumbersome process of computer retirement and disposal.

### Target

The BCS GoServices team works with you to coordinate asset pick-ups and assist with the arrangement of shipments to one of our facilities. No job is too big! We have access to a fleet of 28-foot trucks. Our employees and partners adhere to specific shipping and packing instructions to guarantee successful pickups. Pickups are scheduled within 48 hours of notification upon receipt of an "Asset Pickup Request." A BCS GoServices representative will come to the site and secure all equipment prior to pickup.

### Inventory Management and Storage

BCS GoServices Asset Retirement includes a piece count of all equipment prior to transporting any inventory. Upon arrival at the BCS GoServices processing center, another piece count is done to verify that all equipment has been received at the center. The BCS GoServices team also offers liability insurance against the loss of equipment.

All serial numbers and asset tags are recorded as the equipment is received into the processing center. Once all information is recorded, this information is forwarded to you in a report titled "Customer Equipment Receipt" so that you can correctly match against any internal lists of the disposed equipment.

### Secure Data Handling

Through the BCS GoServices security program, we will guarantee the removal of confidential data that remains on retired hard drives and also ensure that unauthorized software transfer does not occur. The entire asset disposal process is monitored continuously via closed circuit television. All new hires are submitted to an extensive background check prior to employment. In addition, all employees are submitted to drug testing prior to employment and subject to random drug testing.

Once all inventory is received at the BCS GoServices processing center, it is separated according to equipment type. Printers, CPUs, servers and monitors are tested to determine functionality. All CPUs and servers go through an extensive security screening to guarantee that all data is properly secured and destroyed. We place all systems on a testing bench and boot them from a diskette or CD to assure that our techs never view any customer information. All boot disks or CDs contain a copy of "Wipe Drive."

This program is certified by the United States Department of Defense (US DOD) as being a data destruction program which rewrites the data on the hard drive. Our process overwrites the hard drive three times to the US DOD standard and then verifies that all data on the hard drive has been destroyed.

Those systems that do not boot from the floppy or CD have their hard drives removed. Those hard drives are then shredded in one of two facilities in the country which is certified by the US DOD for data destruction. This facility is monitored by the DOD and the Environmental Protection Agency (EPA) to ensure that all security measures are continuously adhered to, and the drives that pass testing have all corporate data and software removed according to DOD procedures—rendering all data and software unrecoverable.

**To summarize the data security process:**

- Hard drives that do not pass testing are shredded
- All asset tags and other end user identifiers are removed
- Receiving
- Storage insurance
- Inventory handling
- Closed circuit monitoring in the BCS GoServices processing facility during the entire process
- Liability insurance against loss of equipment and customer information
- Background screening and drug testing for all employees

**Testing and Configuration Analysis**

BCS GoServices Asset Recovery includes a custom testing process that ensures assets are in proper working order prior to reoffering into the secondary market. Our custom configuration testing procedure also tracks the requisite serial number, asset tag, make, model and hard drive size.

**Charitable Donation**

When you attempt to manage the process internally, the management of charitable donations is often one of the most cumbersome parts of the process.

BCS GoServices Asset Recovery makes it simple by:

- Managing donations to your organization's selected charities
- Managing all appropriate tax documentation
- Validating the 5013C status for each charity
- Providing access to available assets for charities through a password protected portion of our website

**Environmental Disposal**

BCS GoServices Asset Recovery shields you from the risks associated with the disposal of assets with no fair market value or which do not pass our testing process. Items are crushed or melted according to prevailing federal, state and local EPA regulations. Your organization is indemnified from any potential liability surrounding the disposal. BCS GoServices ensures secure disposal through a partnership with Global Investment Recovery, Inc. which is one of only two DOD certified disposal companies in the US.

**Reporting**

Serialized reporting is also provided. All requisite parameters of each asset are tracked, including manufacturer, model, CPU speed, memory, hard drives size, and so forth. Serialized reporting and serialized tracking is available for monitors, CPUs, laptops, printers, servers, workstations and other associated peripherals. Customized reporting is also available.



**About Business Communication Systems**

Business Communication Systems (BCS) offers innovative, customer-driven hardware/infrastructure solutions and services. BCS customers recognize us for our ability to deliver results, with advanced, high performing, cost effective, technology solutions. We partner only with the industry's leading companies to deliver the best hardware and software solutions at the most cost-effective price. These partners combined with our own extensive technical expertise, ensure that you receive high-quality products with top-notch service and support.

BCS GoServices™ offerings use service automation to speed your business by reducing the burden of asset management for every type of asset, at every phase in its lifecycle from procurement to retirement. Select from Assessment, Data, Managed, and Lifecycle services to accelerate your business.



To schedule a BCS GoServices Managed Email Continuity Consultation and to inquire about any of the BCS GoServices offerings, please contact your BCS representative or inquire with our team at [www.yourbcs.com](http://www.yourbcs.com)



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