

# COMPUTER EQUIPMENT DISPOSAL POLICY

EFFECTIVE

## **POLICY:**

All Cameron County owned computers and computer related equipment shall be sent to the Computer Center for security processing prior to being transferred to auction for disposal, transferred out of a department, or otherwise removed from service.

## **Computer Disposal:**

1. Reasonable efforts should be made to see if any other department within the County is able to make use of the equipment.
2. Attention should be focused on indelible asset labeling which may have been applied to the equipment.
3. Where equipment has limited resale value, consideration should be given to whether it can be provided to any charitable or community project. Equipment considered for use by non-county use must follow existing County policy and procedures for disposing County property and equipment.
4. If the equipment cannot be reused or auctioned, then it should be recycled or disposed of in an environmentally-friendly manner.
5. All sensitive data held on such computers must be irrevocably erased (see below) before disposal; consideration should be given to doing this even if disposal is within the County.
6. These requirements apply to all computers (PCs, Macintoshes, Unix computers, etc), as well as to other items of computer equipment (e.g. printers, scanners, etc.).
7. Equipment identified for auction must follow existing County policy and procedures for auctioning County property and equipment.

## **GUIDELINES:**

### **Security Processing for Salvage:**

The Computer Center shall utilize current technology and industry best practices to properly secure the removal of data and County licensed software from all disk media destined for salvage.

### **Security Processing for County Redistribution:**

It is the responsibility of the transferring department to ensure that all sensitive and internal files are deleted from a computer before it is transferred to another department.

It shall be the responsibility of the Computer Center and recipient department to insure the computer equipment is in good working order and have the necessary software, licensing, and security policies to perform the necessary business function within the recipient department.

**Security Processing for Donation and Non Business Use:**

It shall be the responsibility of the Computer Center to determine the usability of the computer equipment and make report to the necessary parties. The Computer Center shall utilize current technology and industry best practices to properly secure the removal of data and County licensed software from all disk media destined to the donation recipient. The Computer Center shall re-install the original equipment manufacturer licensed operating system when computers are being supplied with a hard drive. When possible, the Computer Center shall provide all original media and documentation for said equipment.

**Length of Service for Computer Equipment:**

The Computer Center shall make recommendation to the Commissioner's Court every two years the expected life of computer equipment based on business needs, risk assessment, and industry trends.