

## RESOLUTION 2008-12

### DISPOSAL OF COMPUTER AND OTHER ELECTRONIC EQUIPMENT

**WHEREAS**, computer and other electronic equipment often contain heavy metals and other hazardous materials that might adversely affect the environment if not disposed of properly. Additionally, such equipment may contain personal, confidential or legally protected information that, if not erased or destroyed, may lead to inappropriate disclosure, identity theft and liability to Barton County; and

**WHEREAS**, Barton County intends to ensure that computer and other electronic equipment disposal is performed in an environmentally friendly and secure manner; and

**WHEREAS**, the administrative regulations contained herein will apply to any computer equipment or peripheral device that is no longer needed by the County. This includes, but is not limited to, personal computers, servers, hard drives, laptops, personal digital devices, handheld computers, cellular phones capable of synchronizing and storing information, peripherals, printers, scanners, typewriters, compact and floppy discs, portable storage devices (USB drives) and backup tapes; and

**WHEREAS**, all data in computers or electronic storage devices will be destroyed prior to disposal.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Barton County, Kansas, that the following procedures must be followed for the disposal of any County-owned equipment listed herein to ensure the environmentally safe and secure removal of information.

- Section 1. County Department Heads will coordinate with Information Technology (IT) the delivery of electronic devices determined to be of no value to the originating department.
- Section 2. IT will assess the device to determine whether it will be retained or be destroyed.
- Section 3. Devices found to have a use will have all information wiped. The wiping process will involve running a partition removal utility on each personal computer. This formats the hard drive (writes over the control record to files), then re-partitions the drives, formats the hard drive again, then re-partitions again in a different format. This ensures that data is deleted and written over at least twice.
- Section 4. Devices other than personal computers will be subject to the removal of identifiable information in the most appropriate manner.
- Section 5. Equipment that has no value, as determined by the IT Director, will be destroyed and disposed of in an environmentally responsible manner in coordination with the Landfill Manager. Equipment that is of no further use to the County will be sold or disposed of pursuant to County policy regarding the sale of excess equipment

- Section 6. IT will maintain a record of all equipment disposed of in accordance with this policy and the method in which information was removed (i.e., overwriting, disposal or any other such method).
- Section 7. IT will appropriately wipe and reuse, or destroy and dispose, of all storage media such as floppy discs, tapes, zip discs, dvd's, and USB storage devices. Again, County Departments will coordinate with CIS for the proper disposal of such devices.
- Section 8. Should District Court Offices wish to dispose of electronic equipment through the IT Department, all applicable policies will be enforced for the disposal of such items.

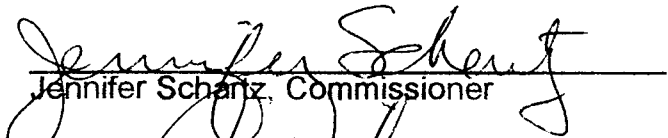
Adopted this 30<sup>th</sup> day of June, 2008.

**BOARD OF COUNTY COMMISSIONERS**

  
Kenny Schremmer, Chairman


  
Betty Chlumsky, Commissioner

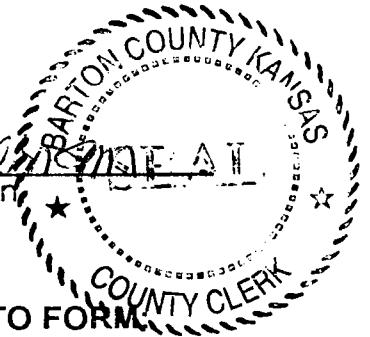
  
Kirby Krier, Commissioner

  
Jennifer Schanz, Commissioner

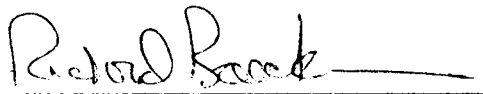
  
Joe Wilson, Commissioner

**ATTEST:**

  
Donna Zimmerman  
County Clerk



**APPROVED AS TO FORM**

  
Richard A. Boeckman,  
County Counselor