
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 026
EFFECTIVE DATE: 12-15-09
REVISED: 04/17/18 – 01/13/2020
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: DISPOSAL OF IT EQUIPMENT

- I. PURPOSE/POLICY:** In order to safeguard private or sensitive information, all computer equipment including, but not limited to, desktop and notebook computers, tablets and smart phones, office copy machines, server equipment, and any other electronic device that may contain stored data and information, that has been in contact with any county network or use for county business must be sanitized before being used in any other computer environment. **All county computer equipment must have its hard drive sanitized, removed, or destroyed before it can be recycled, reassigned, or disposed of via waste or county auction. All county owned computer equipment will be inspected and approved for destruction or decommissioning by the IT Department prior to removal from service and/or disposal.**
- II. APPLICABILITY:** This policy applies to all Storey County staff, including department heads, employee supervisors, elected officials, administrators, and computer and network technicians who have been assigned the task of maintaining or disposing of Storey County information technology systems in county computing centers or in departments.
- II. PROCEDURES:**
- A. Requests for destruction or decommissioning will be made to the IT Department.
 - B. All Storey County computer equipment will be sanitized by the Information Technology Department before being removed.
 - C. After sanitation, the IT Department will follow policy to remove inventory.
- III. RESPONSIBILITY FOR REVIEW:** This policy will be reviewed on an annual basis or as needed by the Information Technology Director and Administrative Officer or HR Director.