



Policy Statement

Title: Information Services
Equipment Disposal
Effective Date: 1/1/06

All Information Services staff have been given a copy of this procedure and understand that they are not to receive special benefits from the disposal of Health District IS equipment. This specifically forbids "reserving" equipment disposed of through Health District approved avenues for later purchase.

PURPOSE

The purpose of this procedure is to outline the process for the disposal of information services (IS) equipment that has become obsolete or unserviceable. It includes the process to follow that removes the item(s) from the Health District's fixed asset inventory as well as disposes of IS equipment in a socially responsible and environmentally sound manner that complies with all State, Federal, and local laws and ordinances. Equipment on the District's network that may be operational but has surpassed its useful life as determined by the Network Manager will be disposed of, recycled or donated to charitable organizations.

SCOPE

This policy applies to all Benton-Franklin Health District (BFHD) Information Services hardware owned by the Health District and its subsidiaries. Examples of IS equipment include but is not limited to: media such as magnetic tapes, CD-ROMs, floppy disks, desktop computers (PCs), laptops, monitors, printers, scanners, PDAs, and servers.

PROCEDURES

When the Network Manager has determined that IS equipment has become obsolete or unserviceable, the technician performing the disposal shall:

1. Notify the business office to update the inventory list if an inventoried asset is disposed of.
2. Remove licensed software program files, data, and BFHD identification from the IS equipment.

3. Technology equipment with memory or storage technology will have the memory or storage device removed and it will be physically destroyed, unless being reused or kept for parts.
4. Equipment with a functioning hard drive that is to be donated to charitable organizations shall have all data wiped from the hard drive in the following manner:
 - a. Use an appropriate disk wiping software utility. The utility will perform a DoD 5200.28-STD Wipe of the contents of the whole disk.
 - b. Verify successful completion of the disk wipe operation.
 - c. All equipment will be documented (including donated and disposed of) on an inventory equipment list in the Business office. The list will include the date and the initials of the technician who performed the disk wipe.
 - d. Surplus equipment will be picked up by the approved disposal avenues as required.
5. All media will be processed in accordance with applicable Federal, State, and local laws and ordinances. As well as the following Information Disposal guidelines:
 - a. The disposal of information must ensure the continued protection of PHI, Confidential and Internal information.
 - b. Hard copy (paper and microfilm/fiche) must be shredded before being discarded or confidentially recycled.
 - c. Magnetic media (floppy disks, hard drives, zip disks, etc.) must be erased with a degaussing device or disk “wiping” software before being discarded or reused.
 - d. CD ROM Disks must be defaced or broken in half before being discarded.

Dr. Larry Jecha
Health Officer

Date