

**INFORMATION SERVICES ASSET MANAGEMENT
POLICY #12.0.10**

POLICY STATEMENT

The County of Wetaskiwin recognizes the importance on technology, and the need to provide Council and staff with access to the appropriate tools for the job. The purpose of this policy is to establish and define standards, procedures and restrictions for the acquisition, sanitization, and disposal of equipment in a legal, cost-effective manner. As well, it is also important that the County manage the equipment through the life cycle from acquisition to disposal of Information Services assets and resources (i.e. desktop computers, laptops, servers, etc), according to County approved methods that meet legal requirements and environmental regulations.

This policy applies to, but is not limited to, all devices that fit the following device classifications:

- Portable and notebook computers
- Communication equipment (air cards, transmission signal boosters, radio receivers, etc)
- Workstations and desk top computers
- Servers
- Printers and photocopiers
- Mobile devices (smart phones, etc)
- Removable media (flash memory devices, digital cameras, optical CD or DVD media, etc)
- Software
- Hubs, Switches, bridges, and routers

DEFINITIONS

1. **Non-leased** refers to any and all Information Services assets that are the sole property of the County; that is equipment that is not rented, leased or borrowed from a third-party supplier or partner company.
2. **Acquisition** refers to the purchase or lease of any and all Information Services assets acquired by the County.

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3. **Sanitization** refers to the removal of all County information and licensed programs to protect the intellectual property of the County and the confidentiality of personal information.
4. **Disposal** refers to the reselling, reassignment, recycling, donating or throwing out of Information Services equipment through responsible, ethical and environmentally sound means.
5. **Obsolete** refers to any and all equipment deemed out of date as per the Information Services 5 Year Capital Replacement Plan and/or that which no longer meets requisite functionality.
6. **Surplus** refers to hardware that has been replaced by upgrading equipment or is superfluous to existing requirements.
7. **Beyond reasonable repair** refers to any and all equipment whose condition requires fixing or refurbishing that is likely to cost equal to or more than total replacement.

PROCEDURES

1. ACQUISITION

The County will provide Information Services equipment (including, but not limited to personal computers, laptops, printers, handheld devices, servers, databases, hubs, switches, bridges, and routers) required to carry out the business for the County. This includes access to County email, financial system information and processing, agenda packages, preparation and management of documents, etc.

The County has developed a 5 year capital plan as part of the strategic planning process, and Information Services hardware is replaced based on this plan. This plan is developed in consultation with Council and staff, and is developed to meet the technology needs of the County.

2. PREPARATION FOR DISPOSAL

The County recognizes the need to protect the intellectual property of the County of Wetaskiwin, and the confidentiality of personal information, and the importance to define standards and procedures for the pre-disposal data sanitization of all County hardware. This policy covers all hardware owned or leased by the County, and capable of storing the county's intellectual property or information related to the privacy of the County's employees, customers, or suppliers.

The County of Wetaskiwin recognizes two different categories for the disposal of hardware:

1. **Hardware transferred internally:** Hardware may not require sanitization if it is transferred to another user within the organization. If sensitive information has been stored on the hardware, or the hardware will be used at a remote site, then the hardware must be sanitized as *hardware transferred externally*. The Information

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Services department will sanitize personal information from the hardware when it is transferred within the organization.

2. **Hardware transferred externally:** All hardware transferred externally must be sanitized according to the methods defined in this policy. This includes:
 - a. Hardware transferred to the private ownership of employees
 - b. Hardware donated to charitable organizations
 - c. Hardware returned to Lessor
 - d. Hardware returned to a vendor for servicing or maintenance
 - e. Hardware released to an external agency for disposal, or a recognized eWaste recycle facility

Two different methods may be used to sanitize hardware:

1. Physical destruction: Hardware may be sanitized through crushing, shredding, incineration or melting
2. Digital sanitization: Deleting files is insufficient to sanitize hardware. A digital sanitization tool must be used.

The Director of Information Services is responsible for determining the appropriate sanitization method, and properly sanitizing the hardware.

The Director of Information Services will track items for disposal and date of sanitization.

3. DISPOSAL

Disposal and disposal procedures of all Information Services assets and equipment will be centrally managed and coordinated by the Director of Information Services. This includes backing up and sanitizing County data from all Information Services assets slated for disposal, as well as the removal of company tags and/or identifying labels.

It is the responsibility of the Director of Information Services to ensure that Information Services assets, equipment, and hardware are disposed of according to one or more of the methods prescribed below. It is imperative that any disposals performed by the County are done appropriately, responsibly, and ethically, as well as with the County resource planning in mind. The following rules must therefore be observed:

1. **Obsolete Information Technology Assets:** As prescribed above, obsolete refers to any and all computer or computer-related equipment deemed out of date as per the Information Services 5 Year Capital Replacement Plan and/or equipment that no longer meet requisite functionality. Identifying and classifying Information Technology assets as obsolete is the sole province of the Director of Information Services. Decisions on this matter will be made according to Information Services Strategic Plan. Equipment lifecycles are to be determined by Information Technology asset management best practices (i.e. total cost of ownership, required upgrades, etc).

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2. **Reassignment of Retired Assets:** Reassignment of computer hardware to a less-critical role is made at the sole discretion of the Director of Information Services. It is, however, the goal of the County to, wherever possible, reassign Information Technology equipment and to minimize hardware expenditures when feasible reassignment to another business function will do instead.
3. **Trade-Ins:** Where applicable, cases in which a piece of equipment is due for replacement by a newer model, reasonable actions must be taken to ensure that a fair and market trade-in value is obtained for the old Information Technology asset against the cost of the replacement.
4. **Income Derived from Disposal:** Wherever possible, it is desirable to achieve some residual value from retired or surplus Information Technology assets. Any and all receipts from the sale of Information Technology assets must be submitted to the Director of Finance. Income derived from sale to staff, the public, or auction must be fully receipted and monies sent to the Director of Finance. Sales to staff should be advertised through the company intranet or via e-mail. Auctioning methods will be chosen as a joint decision between the Director of Information Services and the Director of Finance.
5. **Cannibalization and Assets beyond Reasonable Repair:** The Director of Information Services is responsible for verifying and classifying any Information Technology assets beyond reasonable repair. Equipment identified as such should be cannibalized for any spare and/or working parts that can still be put to sufficient use within the organization. The Director of Information Services will inventory and stockpile these parts. Remaining parts and/or whole machines unfit for use or any other disposal means will be sold to an approved scrap dealer or salvaging company, or recycled in an approved recycle program.
6. **Decommissioning of Assets:** All hardware slated for disposal by any means must be fully wiped clean of all company data. The Director of Information Services will assume responsibility for decommissioning this equipment by deleting all files, company-licensed programs, and applications in compliance with the County Preparation for Disposal Guidelines above.
7. **Harmful Substances:** The Director of Information Services is responsible to ensure this equipment is recycled through an approved Recycle program.
8. **Donations:** Information Services assets with a net residual value of less than \$300 that are not assigned for reuse, discarding, or sale to employees or external buyers, may be donated to a company-approved charity, community group, or other non-profit organization. All donation receipts or letters of acknowledgement must be submitted to the Information Services department.

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