



## **ITS Asset Disposal Procedure**

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### **Purpose**

The purpose of this procedure is to establish and define standards, methods, and restrictions for the disposal of County IT equipment in a legal, cost-effective manner. Johnson County's surplus or obsolete IT assets and resources (i.e. desktop computers, laptops, notebooks and servers) must be discarded according to legal requirements and environmental regulations. Therefore, all disposal procedures for retired IT assets must adhere to County-approved methods.

### **Scope**

This procedure applies to the proper disposal of Johnson County IT hardware, including PCs, laptops, notebooks, and servers. Johnson County surplus hardware, obsolete machines, and any equipment beyond reasonable repair or reuse are covered by this procedure. All County departments and agencies are included in this procedure. Leased equipment must also be cleaned before being returned to the lessor.

### **Definitions**

1. "Non-leased" refers to any and all IT assets that are the sole property of Johnson County Government; that is, equipment that is not rented, leased, or borrowed from a third-party supplier or partner company.
2. "Disposal" refers to the removing of the asset from operating use with the intent of retiring the asset according to the surplus property disposal policy.
3. "Obsolete" refers to any and all equipment that no longer meets requisite functionality.
4. "Surplus" refers to hardware that has been replaced by upgraded equipment or is superfluous to existing requirements.
5. "Beyond reasonable repair" refers to any and all equipment whose condition requires fixing or refurbishing if the cost is equal to or more than total replacement.
6. Department of Defense (DoD) 5220.22.M – US Department of Defense clearing and sanitizing standard can be found at: <http://its/documents/DoD%20Standard%205220.doc>
7. Active@KillDisk – Hard Disk Eraser - A data cleaning application which has been tested by Information Technology Services which when used properly complies to Department of Defense (DoD) 5220.22.M. ITS recommends Active@ KillDisk - Hard Drive Eraser a description of which can be found at: <http://its/documents/Kill%20Disk%20Product%20Description.doc>



## Roles and Responsibilities

Johnson County employees are required to save data to designated network storage locations. Network storage locations have been created and allocated on a department and user specific basis to help ensure confidential information is protected from compromise. In cases where County data must be created on or copied to a local PC, the employee is responsible for taking all reasonable precautions to ensure the protection of the data.

ITS will be responsible for proper cleaning of IT assets for Departments that receive desktop or server support from ITS.

Departments that have resources to support their PC's and/or servers will be responsible for proper cleaning and disposal or retiring IT assets.

## Procedure

Current County procedure calls for all surplus or obsolete computer equipment to be disposed of in accordance with the Surplus Property Disposal Policy and Procedure. Before disposing of any computing equipment all data and application programs must be removed from the disk

If County data has been created on a local PC being disposed of, steps must be taken to ensure that the data is properly backed up. The preferred method of backup is to copy the data to a designated network storage location. The cleansing technician is responsible for ensuring any County data, on a PC to be disposed of, is properly backed up and that it is so noted on the Data Cleansing Audit Form found in appendix A.

### **Departments who receive support from Information Technology Services**

For each computer to be taken out of service, the hard disk drive component or components will be cleaned of data and applications to Department of Defense (DoD) 5220.22.M clearing and sanitizing standard using Active@ KillDisk - Hard Drive Eraser. Upon completion of the clearing and sanitizing, the ITS technician will complete and sign the Data Cleansing Audit Form, see Appendix A, and submit it to the department representative for signature by the department head. A copy of the completed form must be attached to the equipment when sent to Purchasing for disposal. The department will retain the original Data Cleansing Audit Form for a period of 12 months.

### **Departments who do not receive support from Information Technology Services**

For each computer to be taken out of service, the hard disk drive component or components will be cleaned of data and applications to Department of Defense (DoD) 5220.22.M clearing and sanitizing standard using Active@ KillDisk - Hard Drive Eraser. Upon completion of the clearing and sanitizing, the department technician will complete and sign the Data Cleansing Audit Form, see Appendix A, and submit it for signature by the department head **attesting that all County data that may have resided on the PC has been backed up and removed from the PC.** A copy of the completed form must be attached to the equipment when sent to Purchasing for disposal. The department will retain the original Data Cleansing Audit Form for a period of 12 months.



**Appendix A**

**Data Cleansing Audit Form**

Department: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Model: \_\_\_\_\_

Serial number/Service tag: \_\_\_\_\_

Date system removed from service: \_\_\_\_\_

Device description: \_\_\_\_\_

Technician's name: \_\_\_\_\_

Date of work: \_\_\_\_\_

Software (version) used & Work done: \_\_\_\_\_

Location of desktop or laptop computer after work completed:  
\_\_\_\_\_

The undersigned attest that any County data that may have resided on this PC has been backed up and removed from the PC.

Department Director Signature/date

Technician Signature/date

\_\_\_\_\_

\_\_\_\_\_