

BTS-1.06 - Disposal Of Information Technology Equipment

DISPOSAL OF INFORMATION TECHNOLOGY EQUIPMENT

Administrative Rule Adopted by Council

ARC-BTS-1.06

Purpose

As Information Technology (IT) hardware becomes obsolete or unserviceable, it shall be disposed of in a socially responsible and environmentally sound manner, and (where applicable) removed from the City's fixed asset inventory.

Additionally, the City has the responsibility to ensure that sensitive information is not unwittingly disclosed or software distributed to unauthorized persons or organizations. Sensitive information includes data that is protected by law that requires protection from disclosure to individuals or entities outside of the City.

This policy outlines the requirements for properly disposing of information technology equipment, protecting sensitive information and legal obligations regarding software licensing agreements and copyright laws.

Administrative Rule

Disposal of Equipment

IT hardware that is no longer needed, cannot be used elsewhere in the organization, or is no longer cost-effectively serviceable, may be disposed of in one of three ways:

State surplus: Decommissioned equipment, retired from service with all licensed software (those not required to remain with the machine) may be sent to the State of Oregon for disposal as surplus.

Donation to non-profit organizations: Decommissioned equipment, retired from service with all licensed programs (those not required to remain with the machine), and City of Portland identification removed, may be donated to a 501c3 non-profit organization with written permission of the donating Bureau's Director. The donation shall be documented, and shall include environmentally sound disposal of the equipment and indemnification of the City from any further responsibility for the equipment, as written conditions of the donation.

Discard: Send discarded items to a facility appropriately licensed for disposal or recycling of IT hardware as identified by BTS in collaboration with the Office of Sustainable Development.

Note: Any proceeds from the sale of disposed IT assets will be used to offset the cost of replacing IT assets.

Removal of Data

Prior to disposal, all City data must be properly removed from the computer/system or electronic media in such a manner that it cannot be recovered

The City has received specific authorization to retain some operating systems on its excess or surplus computers; however proprietary license agreements and copyright laws prohibit the re-use or transfer of software without the express consent of the software manufacturer. If the computer contains the operating system that can be retained on a surplus computer, then it should be reinstalled after all City data has been effectively removed. Software expressly authorized by the manufacturer for re-use or transfer must include the original media and documentation or license and it must accompany the computer. To effectively remove sensitive data, additional steps beyond a disk/media format are required. For assistance with this process, please contact the BTS Help Desk.

Responsibility

Bureau of Technology Services

- Determines obsolescence and the decommission schedule of all BTS owned/managed IT hardware.
- Ensures proper disposal of all obsolete BTS owned/managed IT hardware.
- Removes all BTS owned/managed systems from the fixed asset inventory.

Bureaus

- Ensures proper disposal of all bureau owned IT hardware.
 - Removes all bureau owned/managed systems from the fixed asset inventory.
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History

Originally published as PPD number ARC-BIT-3.02, authorized by Ordinance No. 177048, passed by Council and effective November 6, 2002.

Revised by Ordinance No. 179999 passed by Council March 15, 2006 and effective April 14, 2006.

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