



IT Asset Disposal Policy

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1. Introduction

Information and IT equipment are vital assets to any organization. Virtually all of our activities involve creating or handling information in one form or another via the IT equipment we use. The IT Asset Disposal Policy and its associated policies are concerned with managing the secure disposal of IT equipment assets which are owned by Racine County and are no longer required.

2. Principles

This policy defines the roles and responsibilities of staff in ensuring the secure disposal of Racine County IT equipment.

- All staff of Racine County who use Racine County IT assets have a responsibility to handle them appropriately and in accordance with their classification.
- Racine County IT assets should be made available to all who have a legitimate need for them.

3. Objectives of This Policy

- To define the responsibilities of individuals for the secure disposal of Racine County IT assets.
- To provide a rigorous and consistent process to ensure Racine County IT assets which are deemed “end of life” or to be recycled, are securely wiped before being redistributed or leaving Racine County premises (e.g., PCs, laptops, mobile phones and other devices that process and store Racine County data).
- To provide advice on the appropriate methods of destruction of physical media.
- To ensure an auditable trail of disposal/destruction is evidenced.

4. Action Implementation

Procedures will be put in place to ensure effective use of Racine County IT Asset Disposal Policy. These procedures include:

- Clear identification of Racine County information assets and protection in line with the asset classification scheme.
- Implementation of procedures for the disposal of Racine County IT assets.
- Ensuring that disposal procedures are adhered to.
- Provision of certification and audit trail for asset disposal.

5. Background

Racine County information assets which are sensitive or valuable must be protected at all times. Consideration must be given to how the assets are handled during day-to-day activities; how they are protected outside normal working hours; and how they are protected when accessed either on or off campus. It is also crucial that this consideration is extended to the disposal of equipment on which sensitive or valuable data has been accessed, processed or stored.

6. Racine County Disposal/Destruction of Physical Media

Racine County has a commercial shredding service that must be used to dispose of hardcopy sensitive information assets which are no longer needed. This removes the need for staff of Racine County to store unwanted information assets within their workspace areas.

For all other asset types such as, but not limited to:

- CDs, DVDs, BluRays
- Floppy discs
- Magnetic Tapes
- USB Drives

- Microfiche records

Shall be disposed of using methods defined in Section 9.

7. Identification of IT Equipment Assets

IT equipment and devices that have the ability and capability to store Racine County information and sensitive data include:

- PCs
- Laptops
- Mobile phones
- Multi-Functional Devices - printers/scanners
- Servers
- USB memory sticks and external hard drives

Asset Tags

Staff should be aware of the origin of the IT equipment being used to fulfil Racine County business activities. All computers which have been purchased via a Racine County account must have an asset tag assigned to it. Purchased assets will have a blue tag, leased assets will have an orange tag. Where practical, the asset tag will be physically visible on the equipment stipulating that it is the property of Racine County. Leased assets will be wiped and returned to the vendor according to the leased asset contract.

In the event that you are unsure of the origins, responsibility and ownership of IT systems or equipment, contact the [Racine County IT Help Desk](mailto:ITHelpDesk@RacineCounty.com) at ITHelpDesk@RacineCounty.com or at 262-636-3777.

8. Scope of Destruction

Racine County staff must follow the approved destruction methods to ensure unauthorized exposure to Racine County's information assets is minimized. Equipment that stores sensitive data, which is no longer needed or has reached "end of life", **must** be securely deleted and sensitive data deemed unreadable and unrecoverable **before**:

- Re- distribution or re-use within the Racine County
- The equipment leaves Racine County premises
- [Decommissioning of core services](#)

Such equipment must be securely wiped or removed by Racine County IT or an authorized delegate only and in accordance with the Racine County disposal criteria (see section 9). Racine County IT will undertake or manage the work to ensure the risk of unauthorized access to sensitive data is minimized.

9. Racine County Disposal Criteria

In the event that sensitive information and IT assets are no longer needed for Racine County purposes and cannot be securely wiped the equipment may need to be physically destroyed.

Removal / Reformatting of Storage Disks

IT equipment disposal must be managed by Racine County IT and approved delegates only. Deleting visible files is not a sufficiently secure method of wiping equipment - data recovery software could be used by a new owner to "undelete" such files.

Similarly, formatting the whole hard disk or storage device may not prevent the recovery of redundant data as it is possible for disks to be "unformatted".

Software/Sanitization/Destruction

Any IT assets leaving Racine County premises must comply with licenses and copyright law. Racine County IT must ensure that all Racine County licensed software or operating systems are removed.

Any sanitization or wiping undertaken by or on behalf of the Racine County must meet the following minimum standards:

- **U.S Department of Defense 5220.22m (DoD Short 3-pass minimum)**

Racine County IT Asset Disposal Scheme

IMPORTANT – All Racine County owned assets must be disposed of using the Racine County IT disposal service. Racine County assets must not leave Racine County premises without Racine County IT permission or knowledge.

Reuse and redistribution of IT Equipment

Racine County IT will undertake the necessary secure procedures to ensure any sensitive data is removed before IT equipment is redistributed.

Certification and Audit

Successful deletion and destruction must be evidenced and certification must be obtained and recorded at all times.

IT Disposal Services

Racine County IT Disposal Services	
Individual Requests	
Single Device(s)/On Premise	Multiple No of Devices/Heavy Load items/Remote Premise
<p>IT Assets will be removed/disposed of within an agreed timeframe with Racine County IT and the requestor.</p> <p>Typical Individual requests consist of:</p> <ul style="list-style-type: none"> • Single PC/laptop devices that are no longer required for day to day use • Single PC/laptop devices that can be recycled/reused throughout the Racine County • Single PC/laptop devices that are required to be securely deleted prior to reuse e.g. new starter or for regulatory purposes 	<p>Significant numbers and bulk IT assets (in the same location) may be required to be removed due to:</p> <ul style="list-style-type: none"> • Repurpose of building/room • IT/Network upgrade <p>Heavy Load Items consist of:</p> <ul style="list-style-type: none"> • Multiple Servers • Multiple PC Base Units • Multiple Monitors • MFD Printer
Urgent (immediate disposal)	
IT devices that have been used for sensitive work and/or cannot be protected from external threats or miscellaneous tampering on a day to day basis.	
Non-Urgent (scheduled disposal)	
IT devices that have NOT been used for sensitive work and CAN be protected from external threats or miscellaneous tampering on a day to day basis.	

Racine County IT Physical Review
Upon receiving the initial urgent disposal request, Racine County IT will arrange with the requestor to physically review the IT assets prior to collection/disposal.

10. Data Backup

It is the explicit responsibility of the owner/requestor of the IT asset to ensure that all relevant data has been sufficiently removed from the IT device and backed up **before requesting disposal and/or prior to the scheduled pickup in order to fully comply with applicable records retention schedules. Please contact the Office of Corporation Counsel with any questions related to records retention schedules.**

Once the system is in Racine County IT's possession, all data will be securely sanitized and made unrecoverable. Racine County IT will not be responsible for saving or recovering any residual data.
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IT Asset Roles and Responsibilities

Racine County IT/Information Security/Approved Third Party

Racine County IT will ensure:

- Certification of secure disposal will be obtained
- The redistribution or disposal of IT assets will be recorded in the asset inventory database

11. Approved Third Party Supplier/Service Provider (Licensed)

Where a licensed third-party service provider is to undertake secure disposal/destruction on behalf of Racine County, Racine County IT will ensure the disposal criteria can be satisfied and all confidential or sensitive information is securely sanitized and safeguarded.

It is imperative that a formal contract, due diligence and security review of the third-party supplier is undertaken at least on an annual basis to ensure Racine County requirements are satisfied.

12. Decommissioning and Core Network Infrastructure Changes

Any request to recycle, remove, decommission or change an IT asset from the core network or infrastructure is **undertaken by or on advice from Racine County IT**. This ensures that any changes, impacts and risks to the confidentiality, integrity and availability of information and IT assets are fully considered by the Racine County IT department.

13. Racine County IT Help Desk Contact Details and Service Times

For all other Racine County IT services and queries please refer to the Racine County IT Help Desk in the first instance. You can do this by:

- Logging an online support request: <https://racinecounty.vhdus.com/index.php>
- Email: it-helpdesk@racinecounty.com
- Telephone: 3777 (internal)
- Telephone: 1-262-636-3777 (external)

14. Legal obligations and Racine County policies

This policy is aimed at all staff of Racine County who have a responsibility for the use, management and ownership of information assets. Pursuant to Sec. 2-453 of the Racine County Code of Ordinances, all county records for which a specific retention period is not established in state statutes, federal law or regulation shall be retained for a period of not less than seven (7) years, unless another retention period is designated in Article VII, Division 2 of the Racine County Code of Ordinances.

15. Compliance and Monitoring

All staff of Racine County are directly responsible and liable for the information they handle. Staff of Racine County are bound to abide by the Racine County IT regulations by the terms of their employment.

16. Policy Non-Compliance

Failure to comply with the IT Asset Disposal Policy may result in disciplinary action.

17. Revision History

Date of Change	Responsible	Summary of Change
November 2019	IT Dept	Updated and converted to new format.