

Administrative Policies and Procedures			
SUBJECT: Leased equipment Hard Drive security			IS13.42
Effective Date: 5/21/2010	Revision Date:	Revision #: 0	Page 1 of 1
		Information Systems Director:	
Revises Policy:			

I. PURPOSE

To establish and implement guidelines and procedures relating to proper removal and retention of Hard Drives in all equipment leased to The Town of Jupiter.

II. SCOPE

This policy applies to all lease equipment. (Printers, copiers, servers, and fax machines.)

III. POLICY

This policy provides guidelines for the security and removal of any stored information on the hard drive units in all leased equipment, before the equipment is returned to the vendor.

IV. PROCEDURES

- a. At the time of lease negotiations the vender must be made aware that the hard drives will remain in the possession of the Town of Jupiter at the completion of the lease and then the equipment will be returned to the vendor. This will ensure the information on the hard drive will remain with the Town of Jupiter. The hard drive will then be disposed of in a manner that will ensure that the information will be unusable.
- b. The Town of Jupiter will lease only equipment from vendors that will agree to sell the hard drive to the Town before it is returned to the vendor.
- c. Computers, printers, copiers and fax machines hard drives will be removed and rendered useless in a manner that ensures the data cannot be retrieved or reused in any form. (For example-multiple reformatting, degaussing or the physical destruction of the hard drive)
- d. For computers, printers, copiers and fax machines already under lease every effort will be made to purchase the hard drive from the vendor or replace the hard drive if possible before the equipment is returned to the vendor.

V. DEFINITIONS

HARD DRIVES Any mass storage unit, either magnetic or integrated circuit storage media that holds data to be written to paper

VI. RESPONSIBILITIES

Information Systems staff are responsible for:

Procurement of any storage unit before unit is returned to vendor at lease end or before equipment is returned to the vendor.

Each department can negotiate the lease agreement with the equipment vender. Each department will be responsible to include the procurement price of the hard drive in the lease.