

**CROOK COUNTY POLICY ON THE
DISPOSAL OF ELECTRONIC DEVICES**

Crook County has historically had a policy of trading in or selling surplus electronic devices at public auction. This is to reduce storage space needed for surplus electronic devices when upgrades are purchased by the individual county offices. During the past few years, the advancements in electronics such as digital copiers, printers, fax machines and computers has led to the storage of confidential information on the hard drives of electronic devices that are used by the various county offices and agencies which previously did not occur prior to the digital age. Recently, it has come to the attention of Crook County that the risks of disposal for electronic devices by sale or trade can make confidential information stored on these devices accessible to the general public in violation of the Wyoming Public Records Act, HIPPA and other state and federal laws. With this historic background taken into account Crook County is implementing the following policy on disposal of digital copies, printers, FAX machines, computers and other electronic devices.

1. The preferred methods of disposing of electronic devices are to be traded to a dealer or returned to a manufacturer at the end of a lease term or its useful life. The elected county official or the agency head responsible for the electronic device shall insure that any electronic data storage device or media is removed from the electronic devices and given to the elected official or agency head, which shall physically destroy the device.
2. In the event the method above is not available, and the electronic devices are being traded to a dealer or returned to a manufacturer at the expiration of a lease term or its useful life, the elected official or agency head responsible for the electronic devices shall, prior to the machine being removed from county property, insure that the electronic devices has been processed to remove all data from the hard drive and other data storage media, commonly referred to as having the hard drive and other memory storage devices scrubbed.
3. In the event the electronic devices are being sold as surplus at public auction, the elected official or agency head responsible for the electronic devices shall, prior to auction, insure that the electronic devices has been processed to remove all data from the hard drive and other data storage media, commonly referred to as having the hard drive and other memory storage devices scrubbed.
4. In the event the electronic devices are being donated to another public entity, the elected official or agency head responsible for the electronic devices shall, prior to donating the electronic devices, insure that the electronic devices has been processed to remove all data from the hard drive and other data storage media, commonly referred to as having the hard drive and other memory storage devices scrubbed.
5. In the event the electronic devices are being disposed of in a public or private landfill, the elected official or agency head responsible for the electronic devices shall, prior to placing the electronic devices into a garbage receptacle or land fill, remove the hard drive from the electronic devices and storage media and destroy them so as to insure that the hard drive and other data storage media have been destroyed.

6. AFFIDAVIT If the electronic devices is having the hard drive scrubbed by a public or private company or individual, the elected county official or the agency head responsible for the electronic devices shall have the technician sign an affidavit indicating that they have removed the data from the electronic devices and storage media at the request of the specific elected official or agency head and that they are taking full responsibility for the non-removal of data from the electronic devices and any data that may be retained by the electronic devices.

ADOPTED AND APPROVED ON Aug. 3, 2010

BOARD OF COUNTY COMMISSIONERS IN AND FOR CROOK COUNTY, WYOMING

BY John A. Moline Jr.
JOHN A. MOLINE JR., CHAIRMAN

BY J. W. Hadley
J. W. HADLEY, VICE-CHAIRMAN

BY Kelly B. Dennis
KELLY B. DENNIS, MEMBER

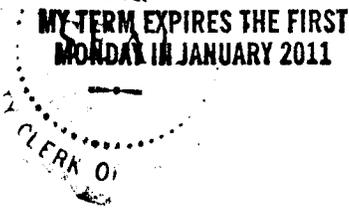
State of Wyoming }
 }
County of Crook }

Signed or attested before me on (date) Aug. 3, 2010
by JOHN A. MOLINE JR., CHAIRMAN, J. W. HADLEY, VICE-CHAIRMAN, and KELLY B. DENNIS, MEMBER in their capacity as County Commissioners in and for Crook County, WY.

(Seal, if any)

My commission expires:

Connie D. Tschetter
CONNIE D. TSCHETTER, COUNTY CLERK



STATE OF WYOMING)
) SS
COUNTY OF CROOK)

AFFIDAVIT

COMES NOW THE UNDERSIGNED, WHO BEING OF LAWFUL AGE, AND BEING DULY SWORN UPON THEIR OATH DEPOSES AND STATES:

1. That affiant is employed as _____ for _____ and acted in that capacity at all times.
2. That on _____, 20____, I was request, by _____, an elected official or agency head for Crook County, Wyoming, to erase all electronically stored data from on the below listed digital electronic device.
3. That pursuant to the best available technology, I permanently removed all data (scrubbed the memory) of the following digital electronic device:

Description: _____
(make) (model)

Serial Number: _____

4. That based upon my training and experience, all electronic data stored upon the above listed device has been permanently removed from the hard drive, RAM, memory caches and any other memory location of said device.
5. That I take full responsibility for any confidential information which may remain upon the electronic device after I was authorized to permanently remove that information from the above listed digital electronic device.

Technician
STATE OF WYOMING)
) SS
COUNTY OF CROOK)

Signed and sworn to (or affirmed) before me on (date) _____
by (name(s) of person(s) making statement) _____

(Seal, if any) _____ (Signature of notarial officer)

My commission expires: