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Revised Date: 9/11/17
Review Date: 9/11/17

North Sound Behavioral Health Organization

Section 4000 – Information Systems: Asset Disposal

Authorizing Source: North Sound BHO
Cancels: Fiscal Policy 3039.00
See Also:
Responsible Staff: IS/IT Administrator
Executive Director Signature:

Approved by: Board of Directors
Motion #: 99-045

Date: 8/1/1999
Date: 10/3/2017

POLICY #4016.00

SUBJECT: ASSET DISPOSAL POLICY

PURPOSE

In addition to the requirements of RCW 36.32.210, asset dispositions will be handled in the following manner. Each item shall include the reason for disposal, the date and type of disposal.

1. Items purchased with grant funds will be disposed of in the manner set forth by the granting agency.
2. Items with no residual value shall be discarded as junk.
3. All items should be sanitized (below) before leaving the facility.
4. Items disposed of by trade-in for a like replacement product shall be recorded as trade-in. The trade-in value shall be noted on the vendor invoice and added to the acquisition cost of the like item acquired.
5. Items to be disposed of at auction shall record the sale price of the item on inventory records.
6. Items may be disposed of by donation only after the requesting organization or individual completes a Donation Request Form found in <http://www.northsoundbho.org/Forms/Default> and submits that to the Executive Director. North Sound Behavioral Health Organization (North Sound BHO) Leadership shall review the request forms and make the determination to whom the items will be donated. The inventory records will be adjusted to show who the items were donated to.
 - a. All items disposed of by donation must go to benefit the public behavioral health system in the following priorities:
 - i. Providers;
 - ii. Counties; or
 - iii. Other agencies serving people with a mental illness and/or substance use disorder (SUD).
 - b. Specific use of the disposed items must be detailed on the Donation Request Form.

Sanitizing and Secure Destruction

All items must be securely wiped before being recycled, donated or sold, unless disposal is documented using HIPAA compliant e-recycling service with signed chain of custody destruction notices on file. Note: Any legacy device that cannot have its internal non-volatile storage either removed and/or sufficiently wiped must be securely e-recycled (destroyed) to prevent possible recovery of data remnants.

1. Laptops/Desktops/Servers

- a. All magnetic media should be removed from devices and securely destroyed before the device is sold, recycled or donated.
- b. If hard drives must be present in the device and a new unused hard drive is not available, all hard drives/persistent memory storage devices must be formatted and 7-pass (DoD) wiped before being donated or sold, using a secure wiping utility. This should be tested and confirmed using a file recovery program.

2. Printers

Any printer hard drives, non-volatile memory, PCB boards, and toner cartridges should be removed prior to recycling.

3. Mobile Phones/Tablets

- a. Cell phones and tablets should be factory reset.
- b. Cell phones and tablets should have SIM and Memory cards removed prior to donation, recycling or destruction. Cell phones that cannot have internal storage wiped according to secure wiping policies should be securely disposed of.

ATTACHMENTS

None