

Effective: 07/01/10

Date: 07/01/10

Adopted: 07/01/10

Last Revised:

SUBJECT: Equipment and Software Purchase and Disposal Policy

PURPOSE

The purpose of this policy is to provide guidelines for the acquisition, installation, maintenance and disposal of computer equipment, software, and peripherals for Flathead County departments and agencies, which connect to the Flathead County Computer Information Network (FCCIN) and/or require support of county technology resources.

This policy is designed to protect the county's computer related assets by assuring that the software or equipment purchased can be attached to or installed on the county's network without harm to previously installed software or hardware. Following this policy will protect the county's network from insecure, outdated or substandard products that may require additional support time and added costs. A small amount of money saved in upfront costs can be quickly exhausted by the personnel costs for the additional time needed to support these products, which increases the total cost of ownership.

The Information Technology (IT) Department will be mindful of the county's need for products capable of high performance, reliability and compatibility. Additionally, the IT department has the ability to obtain discounts for many products due to the quantity purchased, or by purchasing through State contracts.

SCOPE

This policy applies to all computer equipment, software, and peripherals, which are in any way, connected to the county's FCCIN network and are not specifically listed as an exception. These include, but are not limited to desktop computers, laptop computers, servers, software, printers, scanners, copiers, and handheld devices, such as Blackberries.

This policy applies to all employees, elected officials, volunteers, contractors, and/or interns of Flathead County who utilize or have access to county computer / network resources. Department heads will be responsible for ensuring compliance with this policy and with related practices and procedures by their staff.

EXCEPTIONS

Implementation of state-mandated systems will require flexibility in the implementation of this policy and supporting procedures. These situations will be evaluated on a case-by-case basis with IT department to identify any areas of incompatibility with county computer hardware, software, or network standards and guidelines, and determine whether or how these systems will be integrated with other county systems.

Other exceptions, which include, but are not limited to external CD drives, thumb drives, cameras, keyboards and mice. Please contact IT before you purchase if there is a question about a given item.

STATEMENT OF POLICY

The IT department must pre-approve all technology equipment or software purchases to ensure the compatibility and suitability of the product to the County's computing environment. Any equipment or software, which has not been approved by the IT department, will be removed from the county's FCCIN network.

The IT department is responsible for entering and tracking all technology related hardware assets in an asset database for insurance purposes. Therefore, all computer-related purchases, valued above a minimum level, must be reported to the IT department so that an asset tag can be assigned. A copy of the invoice must be included to allow it to be accurately entered into the tracking system.

The IT department is responsible for the disposal of all technology related hardware and software assets. These assets will be logged for disposal in the asset-tracking database. An approved computer recycling business will recycle disposed equipment. Hard drives will be disposed of separately by the IT department and will not be recycled.

The IT department is responsible for the disposal of all out-dated software in its possession. These assets will be destroyed by shredding or other secure method.