

Portable Device Redistribution/Recycling/Resale

1. All portable electronic devices ready for redistribution, resale or recycling are to be given to the Department Supervisor along with the completed Electronic Device Surplus Form.
(PER LMC 2.18.040, ALL CELL PHONES AND DATA DEVICES NO LONGER IN USE ARE CONSIDERED SURPLUS PROPERTY AND MUST BE DISPOSED OF BY CITY/COUNTY PURCHASING)
2. The Supervisor must contact Kayla Matulka with the Law Department by email or phone to see if the device(s) is subject to any Legal Hold.
 - a) If the employee is subject to a Legal Hold, the device, the device's power cord, and Electronic Device Surplus form shall be sent directly to the Law Department.
(IF ORIGINATING DEPARTMENT WOULD LIKE THE DEVICE BACK AFTER THE LAW DEPARTMENT RELEASES THE LEGAL HOLD MAKE SURE TO LET THE LAW DEPARTMENT KNOW.)
 - b) If there is no Legal Hold, the device and the Electronic Device Surplus form should be sent to either the internal department tech support or Information Services Attn: Sandy Ries or Michael Rose.
3. If the device is being resold or recycled, the device and the device's power cord shall be sent to Information Services. Upon receipt of the device and power cord, IS will reset the Device to factory defaults and dispose of the SIM card. Once this is completed, IS will send the device and power cord to Purchasing-Attn: Lori Irons for resale or recycling.
4. If the device is being redistributed to another employee within the department, the department may reset the device and keep the SIM card.

*This procedure should also be used when any employee leaves employment through retirement, resignation or termination.

Electronic Device Surplus

In accordance with AR #38, this process is required for cell phones, tablets/iPads, cameras, hand-held computers, and recording devices. This does not include PCs or laptops.

Originating Department	
Originating Employee	
Employee's Supervisor	
Reason for Surplus(include power supply cord)	
If Working, Any Known Issues	
Phone Model	
Cell Phone Number & Lock Code (if applicable)	() --
Does the cell phone contain any personal health information or is it subject to HIPAA?	
Date City Law Dept Contacted & Initials of Supervisor	
Date Sent to City Law (if applicable) & Initials of Sender	
Date Sent to Information Services & Initials of Sender	
Information Services- Date & Initials of who reset device	
Date Sent to Purchasing & Initials of Sender	