

January 12, 2016

**SUBJECT:****ORIGINATING DEPARTMENT:****Custody and Ownership of County  
Technology Resources****Systems Management**

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**POLICY:**

It is the intent of the Board of County Commissioners to establish coherent guidelines for the chain of ownership and custody of the County's technology resources in compliance with all State and Federal guidelines. State Regulations regarding management of County assets will be followed, and Federal copyright laws and County policy require us to purchase and maintain a license for all software used on County computers.

**PROCEDURE:**

1. Systems Management is required to track and account for each hardware item and software license purchased, leased and/or used by the County. As such, the following rules and procedures are in effect.
2. Systems Management has the sole and exclusive right to relocate, replace, or reassign equipment within any Division or office as deemed necessary to balance need, capacity, and network requirements. This includes (but is not limited to) moving equipment/software from one location to another to maximize efficiency and/or minimize budget impact. When dealing with Enterprise or Grant funded equipment Systems Management may relocate equipment only within that Enterprise or to another grant eligible location.
3. No equipment or component is to be installed or relocated by anyone other than a Systems Management employee or contracted private provider. No components are to be exchanged, removed or replaced unless by Systems Management. Employees are prohibited to attach or install non-BOCC hardware to BOCC owned equipment, nor are they allowed to install any non-BOCC software, even when the software will be used for legitimate County purposes.
4. Computer equipment and software is budgeted and assigned to a specific Job Title, and not the employee filling that position. If a position is relocated the hardware and installed software will be transferred. If an employee transfers to a new position they will use the equipment at the new position. An employee has no claim, stake or ownership in equipment or software.
5. Any computer system identified as obsolete and budgeted for replacement shall be retired and disposed per established County policy. Retired equipment will not be reassigned or reused without the express written consent of the Director of Systems Management. Equipment will be processed and forwarded to Solid Waste Disposal for final disposition, or may be donated to a Bona Fide Non-Profit Organization requesting same via established County policy. There is a maximum donation limit of 20 computers and/or printers per organization per year. Systems Management is under no

obligation to deliver, assist loading, install any software or operating system, or in any way configure equipment or offer any subsequent warranty or support.

6. All original software media and license or registration is to be held in custody by Systems Management after installation. The media will be required to recover from a catastrophe and usually has required license keys needed to activate the software. Systems Management will store the media in a fire resistant media room. The documentation and manuals, if any, can remain with the employee(s) using the software.
7. Equipment and software purchased with enterprise or grant funds will remain with their respective Divisions or offices. Systems Management reserves the right to terminate support and network access should the equipment be deemed as obsolete or present functionality problems. Systems Management shall make all decisions relating to the suitability of hardware and software for continued use outside of the normal replacement cycle. When Enterprise or Grant funded equipment must be disposed, ownership of said equipment will be transferred to Systems Management for disposal unless specifically prohibited by the Grant agreement.

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**FOOTNOTES & REFERENCES TO RELATED AR's:** Supersedes AR 16.20 dated January 27, 2009; AR 16.09 dated June 22, 2010.