



Fairfield County Government Data Media Protection and Destruction Policy

1.0 Purpose

To prevent tarnishing the public image of Fairfield County Government and prevent the unwanted loss of data

2.0 Scope

This policy covers appropriate destruction of media used by Fairfield County computing devices and appropriate use of Fairfield County media and data.

3.0 Policy

3.1 Prohibited Use. The Fairfield County Government data systems shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Employees who receive any messages with this content from any Fairfield County Government employee should report the matter to their supervisor immediately.

3.2 Personal Use.

Using a reasonable amount of Fairfield County Government resources for personal emails *may be* acceptable and will be at the discretion of your immediate supervisor, but non-work related email shall be saved in a separate folder from work related email. Furthermore, all **3.1 Prohibited Use** still applies. Sending chain letters or joke emails from a Fairfield County Government email account is prohibited. Virus or other malware warnings and mass mailings from Fairfield County Government are prohibited by Fairfield County Government. These restrictions also apply to the forwarding of mail received by a Fairfield County Government employee and storing such information on Fairfield County media is strictly prohibited.

3.3 Monitoring

Fairfield County Government employees shall have no expectation of privacy in anything they store, send or receive on the County's data systems. Fairfield County Government may monitor messages without prior notice. Fairfield County Government is not obligated to monitor email messages or data media.

3.4 Destruction of End of Life Media

When a computer, or other device with attached or detached media reaches its end of life cycle, all hardware except the hard drives (whether optical, spinning or solid state) are sent to the County auction. The hard drives are held in storage behind 2 locked doors of the Information Technology Data Center until such time that we have enough stock on hand to warrant a destruction process.

3.5 Destruction Process

The process for the destruction of media listed in **3.4 Destruction of Old Media** is to take the media to our Maintenance Department and have Maintenance Personnel destroy the drives by running a drill press bit through the media at one or more locations on the device housing OR to use a heavy hammer and other tools to cause the media to be unusable. I.T. personnel will stay with the device at all times and take the destroyed housing back to the County Recycling Center for further removal.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Marvin L. Allen
I.T. Director
3/13/2008

Policy Approvals

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Date 3/13/2008

Reviewed April 27, 2015

Approved by _____
Deputy Administrator

Date _____

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I.T. Director
3/13/2008