

**TRIBAL COUNCIL
ELECTRONIC EQUIPMENT DISPOSITION POLICY
Effective: 10-27-2011**

Ref. No.: LP 03-11

PURPOSE

To establish a disposition and/or retention policy of laptop computers/mobile devices at the end of term of office, or upon upgrade of equipment.

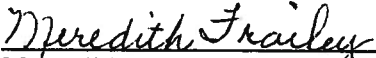
POLICY

Upon the completion of an elected term of office, or upon an upgrade of equipment, a council person/staff shall have the option to 1.) Return the laptop computer/mobile device to the legislative office, or 2.) Purchase the equipment for a reasonable market value. If the laptop is still under manufacture warranty, the council will seek guidance on applicable market value from the Director of Information Systems at the Cherokee Nation. If the laptop is not under manufacturer warranty and a market value is not ascertainable, the individual will be charged a \$100 salvage value fee associated with the purchase. Mobile devices shall follow the guidelines as laptops, with the exception of a \$50 salvage value fee.

RETURNED LAPTOP HANDLING

Any Laptop returned to the legislative office by an elected official or staff shall immediately have its hard-drive cleared (wiped) of data by methods that conform to US Department of Defense cleaning and sanitizing standard DOD-5220-22M. The technician performing the wiping of the hard drive shall sign off and provide a certificate of destruction to the legislative staff as well as the elected official.

Approved as to form:



Meredith A. Frailey, Speaker
Council of the Cherokee Nation

[This policy was adopted by the Rules Committee of the Tribal Council on October 27th, 2011.]