SUSSEX POLICY

Subject		Number
ELECTRONIC DEVICES DISPOSAL		C-31
Date FEBRUARY 21, 2023	Approved by COUNCIL [X] OTHER(S) [ ]	Date APRIL 19, 2021
Signature	Date of Revision FEBRUARY 2, 2023	PAGE 1/1

I. INTENT

This Policy was developed to address the procedures and guidelines to be followed surrounding the disposal/decommissioning of Sussex mobile devices which are at least 5 years old.

II. CONTEXT

Sussex will from time to time provide mobile electronic devices such as phones, tablets and laptops to aid Council and staff in the performance of their duties. Recognizing that for the most part, these types of devices have a short lifespan and that they are most often replaced upon staff and Council turnover, it has been determined that there is little value in Sussex retaining the device.

III. ADMINISTRATION

Department Heads will determine if it is in the best interest of Sussex to either retain or dispose of any issued mobile device upon leave of the Councillor or staff member.

IV. OPTION TO PURCHASE

If it is determined that the device should be disposed of, the Councillor or staff member will be given the option to purchase the device for a fee of seventy-five dollars ($75.00). If the Councillor or staff member chooses not to purchase the device, it will be factory reset and disposed of as per usual procedures.