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CITY OF TRAVERSE CITY  
ELECTRONIC DEVICE DIVESTMENT POLICY

1. Purpose: The purpose of the City of Traverse City Electronic Device Divestment Policy is to establish a procedure for divesting City-owned electronic devices, including, but not limited to computers, scanners, and mobile phones, which may or may not contain memory needing to be erased. No material from the City's operation shall be disposed of except through the following procedure.
2. Procedure:
  - a. All City-owned electronic devices shall be maintained on an asset list containing information for length of expected use of device, maintained by the Assistant City Manager.
  - b. When a device has reached its length of expected use, memory shall be wiped clean prior to disposing or selling of electronic device.
  - c. Items of negligible value shall be disposed via available electronics recycling services.
  - d. Items of value must be declared surplus by the City Commission and then may be disposed of through direct sales, auction service, online listing service, or other means of disposing of items.
    - i. If an online listing service is used, then all offers must be recorded and the item must be sold to the highest bidder.
    - ii. All auction and/or bidding records must be kept in accordance to the City of Traverse City Records Management Handbook.
  - e. Once the device is disposed of, notify the Assistant City Manager for maintaining of the asset list.

I certify that this policy was adopted by the City Commission for the City of Traverse City on December 7, at a regular meeting held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

  
Benjamin C. Marentette, MMC, City Clerk