

MMA For J.S.

MISCELLANEOUS RESOLUTION #10143

BY: Sue Ann Douglas, District #12; Shelley Taub, District 16; John Scott, District #5, *TIM BURNS #19*

IN RE: Information Technology - Policy on Electronic Equipment Hard Drives to Protect Against Identity Theft

To the Oakland County Board of Commissioners
Chairperson, Ladies, and Gentlemen:

WHEREAS copy machines, certain printers and fax machines now contain hard drives that store all data scanned by the machine, and

WHEREAS many owners of these machines are unaware that every document is being stored by the machine and are not instructed on how to remove the data, and

WHEREAS unknowing owners of these machines return them after the lease has expired or sell machines that they own with the copied data still intact, and

WHEREAS identity theft is a crime that continues to grow in the United States and costs our economy billions of dollars each year, and

WHEREAS it is important for government, businesses and individuals to be aware that some of the equipment that they use is storing sensitive data for no good reason and that data will leave with the equipment if the hard drive is not 'scrubbed', and

WHEREAS it is important for both government and the business community to have a policy to ensures that no data will leave their site with the equipment.

NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners adopts the Information Technology Policy on Electronic Equipment Hard Drives to Protect Against Identity Theft and recommends that other government entities and businesses take similar steps to protect the general public.

BE IT FURTHER RESOLVED that copies of this resolution and policy be sent to all local governmental entities in Oakland County, to our legislative contingent in Lansing and to the Michigan Attorney General.

Chairperson, we move adoption of the foregoing resolution.

Sue Ann Douglas

Commissioner Sue Ann Douglas
District #12

Shelley Taub

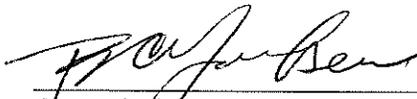
Commissioner Shelley Taub
District #16

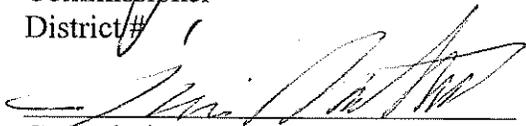
John Scott

Commissioner John Scott
District #5

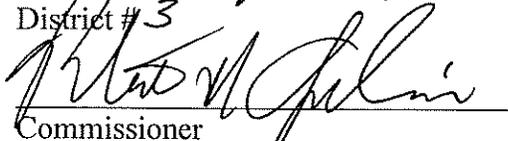
Bill Bullard Jr

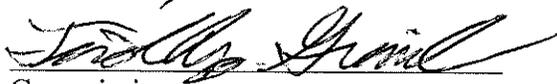
Commissioner
District # 2

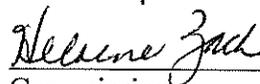

Commissioner
District # 1


Commissioner
District # 6

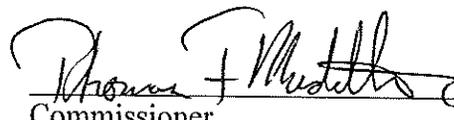

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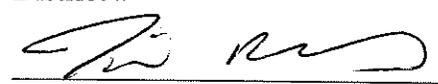

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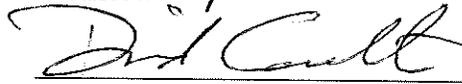

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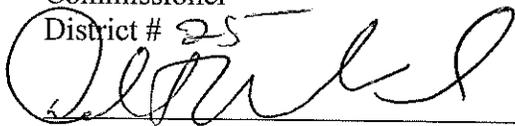

Commissioner
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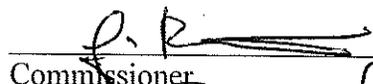
Commissioner
District #

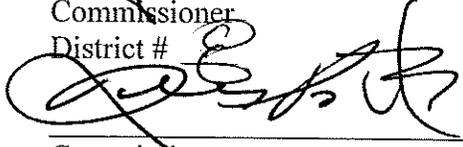

Commissioner
District #


Commissioner
District # 19


Commissioner
District # 25


Commissioner
District # 18


Commissioner
District #


Commissioner
District # 20

Commissioner
District #

Resolution #10143

June 9, 2010

The Chairperson referred the resolution to the Finance Committee. There were no objections.

TO: All Oakland County Departments and Offices
FROM: Oakland County Executive
SUBJECT: Hard Drive Data Protection Policy
DATE: June 23, 2010

I. Leased Copiers/Multi Function Machines

With respect to leased copiers and multi function machines, the vendor shall scrub the data storage device consistent with Department of Defense scrubbing or data destruction standards prior to removal of the equipment from the County's premises, or if that is not possible, the vendor will remove the storage devices and provide them to IT at lease end. For all devices scrubbed, the vendor shall individually certify the data destruction and shall identify the device involved by make, model, serial number, department and physical location of the device.

In the interim, copiers with the ability to automatically scrub the data as jobs complete or on a daily basis should be configured to do so. If maintenance requires the removal and replacement of the storage device, the vendor shall scrub the storage device removed consistent with Department of Defense scrubbing or data destruction standards, or if that is not possible the vendor will provide the removed storage device to IT for destruction.

Leases for copiers/multifunction machines acquired in the future shall require the vendor to certify either that: a) no data is retained on the machine between power cycles or that the machines have the capability to automatically scrub the data as jobs complete or on a daily basis; or b) that the device includes the ability to "scrub" data on the machine in compliance with Department of Defense scrubbing or data destruction standards.

II. Owned Copiers and Other Equipment That Stores Digital Data

County owned copiers, printers and fax machines shall not be disposed of by Materials Management unless and until IT has, to IT's satisfaction, either removed the storage devices, overwritten the storage devices or otherwise insured that the devices are not leaving the County with sensitive digital information intact.

Future purchases of copiers, printers or fax machines shall comply with the requirements for leases of copiers/multifunction machines as set forth above.

The vendor and/or IT shall provide a documented procedure for setting "smart phones" and similar devices back to factory defaults and for scrubbing the data stored on the phones to Department of Defense scrubbing/data destruction standards. Such devices shall be reset to factory default and scrubbed prior to release to Materials Management or the vendor involved.

Storage devices in County owned workstations, servers or mass storage devices should be scrubbed to Department of Defense scrubbing/data destruction standards by IT or a contracted vendor before release to Materials Management. If scrubbing is not possible, the storage devices shall be removed and destroyed by IT.

FISCAL NOTE (M.R. #10143)

July 7, 2010

BY: FINANCE COMMITTEE, THOMAS MIDDLETON, CHAIRPERSON

IN RE: **INFORMATION TECHNOLOGY – POLICY ON ELECTRONIC EQUIPMENT HARD
DRIVES TO PROTECT AGAINST IDENTITY THEFT**

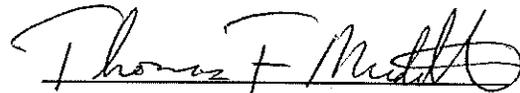
TO THE OAKLAND COUNTY BOARD OF COMMISSIONERS

Chairperson, Ladies, and Gentlemen:

Pursuant to Rule XII-C of this Board, the Finance Committee has reviewed the above-referenced resolution and finds:

1. The Department of Information Technology has established a policy on Electronic Equipment Hard Drives to Protect Against Identity Theft and recommends the policy be adopted by the Board of Commissioners.
2. Copies of the resolution and policy will be distributed to all local governmental entities within Oakland County, and it is recommended that each government entity and business take similar steps to protect the general public.
3. There are no fiscal implications with the adoption of this policy; therefore, no budget amendment is recommended.

FINANCE COMMITTEE

A handwritten signature in black ink, appearing to read "Thomas F. Middleton", written over a horizontal line.

FINANCE COMMITTEE

Motion carried unanimously on a roll call vote with Gingell and Taub absent.

Resolution #10143

July 7, 2010

Moved by Middleton supported by Douglas the resolution (with fiscal note attached) be adopted.

AYES: Capello, Coleman, Coulter, Douglas, Gingell, Gosselin, Greimel, Hatchett, Jackson, Jacobsen, Long, McGillivray, Middleton, Potts, Runestad, Schwartz, Scott, Taub, Woodward, Zack, Bullard, Burns. (22)
NAYS: None. (0)

A sufficient majority having voted in favor, the resolution (with fiscal note attached) was adopted.

I HEREBY APPROVE THE FOREGOING RESOLUTION



7/13/10