

**RESOLUTION NO. 681 -2010, ENSURING THE SAFETY OF SUFFOLK COUNTY'S DIGITAL INFORMATION**

**WHEREAS**, the County of Suffolk uses technology to administer government functions in an efficient, cost-effective manner; and

**WHEREAS**, the County purchases or leases many types of machines, including computers, laptops, photocopiers, and faxes; and

**WHEREAS**, such technology is increasingly using digital information, stored on hard drives in the machines; and

**WHEREAS**, photocopy, fax and other machines now store a copy of each document they scan onto the machine's hard drive; and

**WHEREAS**, the information stored in these hard drives is often very sensitive in nature, including the personal information of employees and individuals receiving services from the County's departments; and

**WHEREAS**, when the County is finished using a machine, the machine is either returned to a leasing company, sold at auction or donated to a local not-for-profit organization; and

**WHEREAS**, if the information stored on a machine's hard drive is not erased, future owners will be able to access it on the hard drive; and

**WHEREAS**, in the interest of protecting personal and sensitive information from dissemination, the County must remove all information from the hard drives of machines at the time the machines are decommissioned; now, therefore be it

**1st RESOLVED**, that it shall be the policy of the County of Suffolk to erase all information from the hard drives of machines leased or owned by the County at the time the machines are decommissioned; and be it further

**2nd RESOLVED**, when the County is unable to erase information from the hard drives of leased machines, the County shall include a provision in the lease which ensures that the leasing company will erase all information from a machine's hard drive before offering it for resale; and be it further

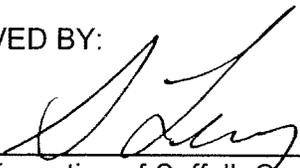
**3rd RESOLVED**, that the Department of Information Technology is hereby authorized, empowered and directed to establish minimum standards and procedures for the removal of digital data from decommissioned machines and shall distribute said standards and procedures to all County departments, office and agencies; and be it further

**4th RESOLVED**, that all County departments, offices and agencies are hereby authorized, empowered and directed to implement the policy set forth herein within sixty (60) days of the effective date of this resolution; and be it further

**5th**            **RESOLVED**, that this Legislature, being the State Environmental Quality Review Act (SEQRA) lead agency, hereby finds and determines that this resolution constitutes a Type II action pursuant to Section 617.5(c)(20), (21) and (27) of Title 6 of the NEW YORK CODE OF RULES AND REGULATIONS (6 NYCRR) and within the meaning of Section 8-0109(2) of the NEW YORK ENVIRONMENTAL CONSERVATION LAW as a promulgation of regulations, rules, policies, procedures, and legislative decisions in connection with continuing agency administration, management and information collection, and the Suffolk County Council on Environmental Quality (CEQ) is hereby directed to circulate any appropriate SEQRA notices of determination of non-applicability or non-significance in accordance with this resolution.

DATED: June 22, 2010

APPROVED BY:

  
\_\_\_\_\_  
County Executive of Suffolk County

Date:

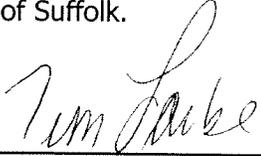
JUL 01 2010

SUFFOLK COUNTY  
County Legislature  
RIVERHEAD, NY



*This is to Certify That I, TIM LAUBE, Clerk of the County Legislature of the County of Suffolk, have compared the foregoing copy of resolution with the original resolution now on file in this office, and which was duly adopted by the County Legislature of said County on June 22, 2010 and that the same is a true and correct transcript of said resolution and of the whole thereof.*

*In Witness Whereof, I have hereunto set my hand and the official seal of the County Legislature of the County of Suffolk.*

  
Clerk of the Legislature

Intro. Res. 1607 Res. No. 081

June 22, 2010

**Motion:**  
 Romaine, Schneiderman, Browning, Muratore, Losquadro  
 Eddington, Montano, Cilmi, Lindsay, Vilorio-Fisher, Barraga,  
 Kennedy, Nowick, Horsley, Gregory, Stern, D'Amaro, Cooper

**Co-Sponsors:**  
 Romaine, Schneiderman, Browning, Muratore, Losquadro  
 Eddington, Montano, Cilmi, Lindsay, Vilorio-Fisher, Barraga,  
 Kennedy, Nowick, Horsley, Gregory, Stern, D'Amaro, Cooper

**Second:**  
 Romaine, Schneiderman, Browning, Muratore, Losquadro  
 Eddington, Montano, Cilmi, Lindsay, Vilorio-Fisher, Barraga,  
 Kennedy, Nowick, Horsley, Gregory, Stern, D'Amaro, Cooper

LD	Legislator	Yes	No	Abs	NP	R
1	Edward P. ROMAINE					
2	Jay H. SCHNEIDERMAN					
3	Kate M. BROWNING					
4	Thomas MURATORE					
6	Daniel P. LOSQUADRO					
7	Jack EDDINGTON					
9	Ricardo MONTANO					
10	Thomas CILMI					
11	Thomas F. BARRAGA					
12	John M. KENNEDY, JR.					
13	Lynne C. NOWICK					
14	Wayne R. HORSLEY					
15	DuWayne GREGORY					
16	Steven H. STERN					
17	Lou D'AMARO					
18	Jon COOPER					/
5	Vivian VILORIA-FISHER, D.P.O.					
8	William J. LINDSAY, P.O.					
	Totals	17			1	

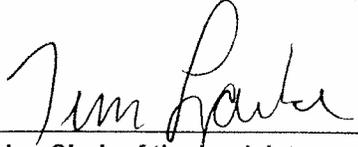
**MOTION**

Approve  
 Table: \_\_\_\_\_  
 Send To Committee  
 Table Subject To Call  
 Lay On The Table  
 Discharge  
 Take Out of Order  
 Reconsider  
 Waive Rule  
 Override Veto  
 Close  
 Recess

APPROVED  FAILED \_\_\_\_\_  
 No Motion \_\_\_\_\_ No Second \_\_\_\_\_

**RESOLUTION DECLARED**

ADOPTED  
 NOT ADOPTED

  
 Tim Laube, Clerk of the Legislature

Roll Call \_\_\_\_\_ Voice Vote