

## Resolution TBD-2023 – Asset Disposal

A RESOLUTION OF THE CITY OF STAR, IDAHO WITHIN ADA AND CANYON COUNTIES, ESTABLISHING A POLICY OF DISPOSING OF CERTAIN CITY OWNED DEVICE & SOFTWARE PROGRAM ASSETS AS ROUTINE AND DECLARE THEM AS NON-CAPITAL ASSETS ASSUMING THEIR VALUE CURRENT VALUE IS UNDER \$100.

Electronic Devices	
Adding Machines & Calculators	Cameras
Computers & Laptops	Copiers
Fax Machines	Keyboards
Laminators & Binders	Modems & Routers
Monitors, Computer & Television	MP3 Type Recording Devices
Printers	Speakers
Tape Recorders	Telephones & Cellphones
Electronic Storage Devices	
Audio Tapes	Compact Discs
Floppy Discs	Hard Drivers
Software Programs	
Installation Software Programs	

It is hereby the policy of the Star City Council once a device has been determined to be of no further use to the City of Star, it may be donated, sold, or destroyed based on the recommendation of the Department Head and in agreement with the Information Technology Director / Contractor with the exception of storage devices where information may still be recorded in which those devices will be destroyed to protect possible personal information contained within them.

If the asset has a City of Star Asset Tag assigned or attached to it, the property shall be removed from the Asset Log and a list will be generated with the destructed property to be turned over to the Auditor on an annual basis.

If the asset is leased, it shall be returned to the lessor for credit if possible.

If the asset has an assumed value of over \$100 in its current condition, a Surplus Resolution shall be created, and the City Council shall have sole authority to dispose of the asset in accordance with Idaho State Code and the City of Star Policies at the time.

This resolution shall take effect and be in full force from its passage and approval.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023

\_\_\_\_\_  
**Trevor A Chadwick, Mayor**

ATTEST: \_\_\_\_\_  
**Jacob M Qualls, City Clerk – Treasurer**