

**Okehampton Town Council**  
**Policy & Resources Committee Meeting 9<sup>th</sup> November 2020**  
**Meeting Report**

<b>Date:</b>	28 <sup>th</sup> October 2020
<b>Name:</b>	Emma James
<b>Subject:</b>	Disposal of Equipment

As you know we are starting to sort through the Council archives and I am going to be ordering a confidential waste collection rather than using the office shredder to dispose of documentation in line with the Document Retention guidelines and policy, taking into consideration the Councils request that samples are kept and offered to the Archive Group.

The Council now has 4 redundant PC's from last year's renewal of the IT equipment, 1 very old PC from the archives and a laptop to dispose of. The safest way is for the hard drives to be destroyed professionally. The companies that we are contacting in relation to the destruction of confidential waste also deal with hard drives. It would therefore be most cost effective if they could be included within this order at around £8 per hard drive.

Also surplus to requirement and not functioning properly is the tv screen that was in the Charter Hall foyer. Permission is requested to dispose of this redundant equipment.

The Committee is requested to approve the disposal of the 5 PC's and Laptop to a certified recycling centre, the destruction of the hard drives and the old TV screen as above.