



## Written Destruction Procedures

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Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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**Reference Number:** MTAS-1392

Establishing a written procedure will help to assure everyone involved that the municipality has planned ahead and thought through the entire process of PC/data disposal. The plan should include the method of removing the data from all IT equipment so you can be assured that unencrypted data is not leaving your organization unintentionally. This policy should include a list of equipment that you know has or could potentially contain sensitive information. It could include copiers, fax machines, servers, laptops, smart phones, desktops or basically anything that contains a disk drive (memory) and stores information. You would also want to outline the basic process for each device. For example, you could use the same process for all of the hard disk-based equipment, but you might have to use a different process for a smart phone. Next, you would outline the process you will use to auction or donate the equipment. This could include your method of selecting the receiving entity.

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*DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.*

**Source URL (retrieved on 10/25/2020 - 9:39pm):** <https://www.mtas.tennessee.edu/reference/written-destruction-procedures>



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