

## HMIS Computer Reuse and Disposal Policy

It is the policy of this agency that all computers used to access an HMIS will be handled according to the following guidelines:

1. A computer that will no longer be used to access the HMIS database will have its hard drives reformatted no less than three times before being used again by this agency or anyone else.
2. A computer that is being disposed of will have its hard drives permanently destroyed and disposed of in a secure fashion.