

Under the Freedom of Information Act, please provide me with an electronic copy of policy, procedures or guidance issued to your IT department/staff or others concerning the:

- Management of IT assets (PC's, Desktop, Laptops, Tablets, Smartphone)
- IT Asset disposal process
- Process or Procedure for monitoring and tracking of physical IT asset inventory/stock
- Process for assigning asset numbers (equipment tracking numbers) to IT assets
- Storage of IT assets
 - Storage area
 - Inspection of equipment
 - Procedure for the intake and recording of new equipment
- Policy on the use of personal computers by Council staff
- Procedures for requests for new IT assets
- Procedures for the installation and disposal of IT equipment.
- Procedures for the redistribution/reallocation of IT Equipment to new staff
- Procedures for returning equipment from staff who have left the Council