

POLK-BURNETT ELECTRIC COOPERATIVE

Policy No.: **BD-32**

Subject: **Destruction of Proprietary Information**

Objective: To establish guidelines for directors who are charged with the responsibility and commitment to uphold the highest standards for legal and ethical conduct for securing customer, member, employee, vendor or company information.

When use or retention of any media containing confidential/sensitive information is completed, the confidential/sensitive information must be destroyed, rendered unrecoverable, or returned to the originating owner.

Process:

**Disposal of Paper Media**

- The primary means of disposal of paper media containing confidential/sensitive information is via shredding. All such media should be deposited in designated, locked boxes for shredding at each Polk-Burnett location or otherwise kept secure until shredded.
- If an outside vendor is employed, the shredding services must implement a process that maintains the security of the contents from pick up within the organization to the point of destruction and a certificate of destruction is provided at each shredding.
- Unlocked recycle/trash containers are not to be used for confidential/sensitive information as the process to dispose of this material does not guarantee security from point to point.

**Re-use or Disposal of Electronic Media**

- As a director you have the ability to download or print electronic data from Polk-Burnett's board app to external devices such as pc/laptop etc. Due to E-discovery laws, we highly recommend that you do not download this information, but if you do, it is your responsibility to ensure these files are kept secure and have been removed from your pc/laptop before your pc/laptop is disposed of. The disposal recommended method is to remove your hard drive and render it unusable by drilling holes in the hard drive, smashing your hard drive or have a certified vendor destroy your hard drive. In general, mediums such as CD, DVD and diskettes can be shredded by placing in the shred-it box.

For assistance on proper disposal of electronic or paper media, contact the IS Manager.

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Edward O. Gullickson, President  
November 21, 2014