

LUMPKIN COUNTY RESOLUTION No. 2014 – 34

**A RESOLUTION TO ADOPT A LUMPKIN COUNTY
COMPUTER LIFECYCLE REPLACEMENT POLICY**

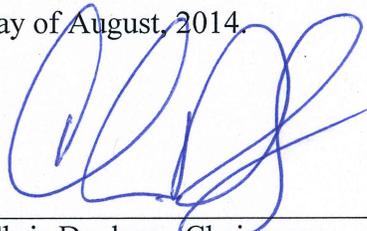
Whereas, Lumpkin County has never adopted a computer life cycle replacement policy; and

Whereas, analysis by the Finance Department and examination of budget requirements indicate that a planned and centrally controlled process of acquiring computers and associated equipment will assist in reducing fluctuations in the computer acquisition cycle; and,

Whereas, having reviewed the proposed Computer Replacement Policy based on the type of equipment required, the normal life of such equipment, and the benefits of standardization for all County government departments;

Now, therefore, be it resolved that the attached “Lumpkin County Government Computer Replacement Policy,” which is by reference fully incorporated herein, is hereby adopted; it is further directed that this policy shall be made a part of the Code of Ordinances of Lumpkin County, and the Lumpkin County Clerk is directed to provide a copy to the Municipal Code Corporation for inclusion therein.

Resolved, adopted and effective this 19th day of August, 2014.



Chris Dockery, Chairman
Lumpkin County Board of Commissioners

Attest:



Kathleen C. Walker
Clerk, Lumpkin County

**LUMPKIN COUNTY GOVERNMENT
COMPUTER REPLACEMENT POLICY**
(Adopted - August 19, 2014)

DEFINITION:

This policy provides guidelines regarding the purchase, replacement, reallocation, and disposal of desktops and laptops for Lumpkin County Government offices.

SCOPE:

This policy applies to every employee, contractor or remote user who is provided access to the system of Lumpkin County Government and network resources, which encompasses: all desktops and laptops purchased and/or supported by all departments of Lumpkin County Government. This policy does not apply to any court function as those systems are maintained by the State and/or Clerk's Authority.

STANDARDIZATION:

Lumpkin County Government currently supports specific makes and models of computers. These systems were chosen to provide enough similarities that adequate support can be maintained. Standardization also reduces cost significantly through bulk purchasing discounts and vendor agreements.

HARDWARE STANDARDS:

1. All Lumpkin County Government computers purchased must meet the hardware standards at the time they are procured.
2. Standards are set by the Lumpkin County Government and may vary by department and vary within departments depending upon the need of the end user.
3. Any nonstandard computer must go through the Lumpkin County Government Finance Office Director for approval.
4. Computer replacements requested prior to scheduled replacement must be submitted as an exception request.
5. Previously approved exception computers will have to go through the Lumpkin County Government Finance Department exception process to validate that the new standard computers with additional processing capability, memory, and improved graphics do not address the original cause for the exception.

6. Exception Requests that result in procuring cost that exceeds the regular standard replacement will incur budget sharing with the local department. For approved exception requests, the local department will be asked to share 50% of the incremental difference between a standard unit and the exception unit requested. Exception requests will be included as part of the Lumpkin County Government Finance Department monthly report of all approved exceptions.

- a. If an exception unit is needed, Lumpkin County Government Finance Department recommends submitting the exception request early to allow maximum processing time.

SOFTWARE STANDARDS:

1. All Lumpkin County Government computers are loaded with a standard software suite, including a single operating system and software for core office functions. Site licenses are negotiated for software on this list. Any secondary operating systems and additional software outside of Lumpkin County Government -approved standard software will have to be paid for by the requestor's department.

2. Upgrades and/or additions to the standard software suite will be scheduled and carried out office wide by Lumpkin County Government. Department staff will be notified prior to any scheduled maintenance of the standard software suite.

FAILURE REPLACEMENT:

1. Failure and Loss - In the event of failure, asset owners must have the Lumpkin County Government Finance Office Director certify that the equipment has failed and is no longer under warranty. Upon determination of failure, the Finance Director will initiate the process of replacing the failed equipment with equipment capable of providing comparable functionality. Any additional or different functional requirements must be communicated to the Lumpkin County Government Finance Director at the time the failure replacement process is initiated.

GENERAL POLICY:

1. When computers reach their End-of-life, they must be retired from use. Lumpkin County Government does not redistribute old computers because they are cost prohibitive to maintain and pose a threat to the stability of the Lumpkin County Government network infrastructure. End of life as defined by this policy is 3 to 5 years depending upon processing and use by departments.

2. The replacement process will occur each fiscal year. All computers have been indexed and approximately one-third of the machines will be replaced annually.
3. When computers are refreshed will be determined by the fiscal resources of Lumpkin County Government, current replacement cycles, and the age of the equipment.
4. Only one desktop computer per full-time staff will be replaced.
5. Desktop systems will be encouraged for all personnel, unless their job warrants frequent mobility.
6. Laptops will be issued to personnel whose jobs require frequent mobility.
7. Upgrades required by job function will be the responsibility of the Lumpkin County Government Finance Office upon approval of the Director.

NEW EMPLOYEES:

A new computer will be purchased outside of this replacement policy only if:

1. A new full-time staff member has been hired for a position that didn't exist before.
2. All computers must be purchased with the approval of the Director and through the Lumpkin County Government Finance Department.

REFRESH OF EXISTING SYSTEMS:

1. When financially possible, computer systems will be replaced within the fiscal year in which they are determined to be end-of-life.
2. The Lumpkin County Government Finance Department will maintain a list that will allow staff to determine when equipment will be replaced.
3. A computer will be replaced on a one-to-one basis only (ex: a desktop replaces a desktop, a laptop replaces a laptop).
4. Any old system must be returned to the Lumpkin County Government Finance Department for disposal. Special consideration will be made for end-of-life machines that do not require network connectivity and Lumpkin County Government support for their intended function.