



Disposal Policy

Goods and Equipment

All goods and equipment remain the property of Selby Town Council until Council give permission for their disposal.

Goods and Equipment that have residual value must not be disposed of without the express permission of Council. Council will decide on the method of disposal.

Where Council decides that goods or equipment are to be sold, the details of the payments, including the person (s) or organisation (s) receiving the goods or equipment, shall be recorded.

Upon disposal, any goods/assets of the Town Council will be removed from:

- The asset register (over the value of £1,000)
- The inventory list (under the value of £1,000)

IT Equipment

Any data must be professionally destroyed. Any company or persons that are asked to destroy IT Equipment should provide a certificate or statement that states disposal of IT Equipment has been completed and conforms to the requirements of the Data Protection Act and the guidance from the Information Commissioner's Office.

Date of Approval	27.11.17
Latest date of next Review	26.11.18
Cross Reference Documents	Disposal Form