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04/08/14

To: Woodbury County Board

Date: 04/03/2014

This letter is a request to allow a transfer of two printers from Woodbury County Homeland Security to the Woodbury County Sheriff's Office. Both printers were purchased with funds from the Iowa State Homeland Security Grant Program, Intelligence and Information Sharing grants.

Since intelligence information has been printed and copied on the printers and is stored in the memory, the Woodbury County Sheriff's Office has been advised that the printer memory must be cleared/ and or destroyed before the printer can be disposed of or reassigned outside of law enforcement. This is in compliance to the guidelines set forth in 28CFR part 23, "The project must institute procedures to protect criminal intelligence information from unauthorized access, theft, sabotage, fire, flood, or other natural or manmade disaster."

The two printers in question are the following:

Ricoh printer, serial # Q7278800100, purchased with GY2006, to be used at Prairie Hill.

Lanier printer, serial # K2158501682 purchased with GY 2004 IIS funds, to be used in transport.

This paperwork will be filed in the appropriate grant file.

Thank you,

Michelle Skaff
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