SIGMA 6 TECHNOLOGIES

IT ASSET DISPOSITION & DATA DESTRUCTION

IT Inventory Disposal Checklist

The disposal of retired or decommissioned assets plays an integral role in IT management strategy. However, this task is often put on the backburner due to the number of daily responsibilities that already fall on an IT director.

If you're involved in your company's data migration, consolidation or have recently undergone an infrastructure update, this inventory checklist will help you streamline the management of unused IT assets.

As a technology professional, you'll face several considerations in regards to asset disposal. It's important to ask first yourself if any of the equipment can be reused in the current IT infrastructure. Other topics you'll want to address include:

If the equipment isn't deployable but still functions, does it hold resale value on the secondary market?

- If it holds value, what kind of ROI can you expect from the resale?
- What level of data destruction is required?
- Can hard drives be shredded/degaussed or do you need NIST 800-88 standard data sanitation?
- Is the IT asset disposal company we're considering certified?

Inventory Record

As you finish addressing these questions, it's time to move on to your inventory record. Use this spreadsheet to ensure you haven't missed any items that are suitable for disposal and/or recycling.

Item Type	Quantity	Make/ Model	Serial No.	Purchase Date	Holding Area	Disposal Date	Disposal Value	Disposal Reason	Disposal Method	Disposal Authorized By

Asset Disposition Checklist

Now that you've taken an inventory of qualified IT assets, follow this checklist to streamline the disposal process.

- ☐ **Identify the assets for disposal.**
- ☐ **Select the best disposal option for each asset.**
- ☐ **Seek authorization from the designated officer or governing body.**
- ☐ **Remove the asset strip from each item.**
- ☐ **Remove these items from any outstanding maintenance arrangements.**
- ☐ **Oversee the disposal, collection of income and the receipts issued.**
- ☐ **Retain the appropriate records to show that procedures have been followed.**
- ☐ **Update your inventory records and asset logs.**
- ☐ **Update the insurance policy to reflect the asset disposal.**
- ☐ **Ensure the items are in good, safe condition.**
- ☐ **Ensure that Portable Appliance Tests are up-to-date for all appliances.**
- ☐ **Issue health and safety notices (in writing) to the asset disposal company and request a signature from the recipient.**
- ☐ **Issue the original documentation to the asset disposal company such as manufacturer's instructions, service history and safety notices.**

Have a question about IT asset disposal?

Sigma 6 Technology provides secure, reliable and environmentally responsible technology recycling services. We offer an easy, no-hassle way to clear and recycle your IT assets.

To receive an offer for your equipment, reach out to us today at **(405) 498-2700** or by filling out our **online request form**. Feel free to include the spreadsheet of retired or decommissioned inventory!