



Data Center Decommissioning Checklist

Phase 1: Shutdown Strategy

- ☐ Confirm ITAD partner is certified (ISO 9001, 14001, 45001; NAID AAA, R2v3)
- ☐ Validate vendor's experience with compliance standards such as HIPAA, HITECH, GLBA, SOX, NIST, PCI, and others
- ☐ Complete a full physical and digital asset inventory
- ☐ Conduct a risk assessment and classify data-bearing devices
- ☐ Define roles and responsibilities (site contact, decision maker, sign-off authority)
- ☐ Develop a project timeline with cross-team coordination (IT, compliance, legal, facilities)
- ☐ Validate chain-of-custody procedures and secure transport
- ☐ Ensure GPS-tracked vehicles and DLA/DOT clearance if required
- ☐ Define on-site vs. off-site data destruction preferences
- ☐ Schedule a site walk-through and gather photos of racks/equipment
- ☐ Verify access requirements (badges, escorts, hours, contact info)
- ☐ Validate loading dock specs (location, size, access times, dock plates)
- ☐ Confirm broom sweep expectations, floor protection needs
- ☐ Document internal layout (stairs/elevators, equipment distance from dock)
- ☐ Clarify staging area location and workspace constraints
- ☐ Determine on-site vs. off-site destruction preference

Phase 2: Secure Data Destruction

- ☐ Verify that the destruction equipment used is NSA-approved for shredding/disintegration, where needed
- ☐ Request Certificates of Destruction linked to serial numbers
- ☐ Verify ITAD partner is creating an auditable inventory of assets
- ☐ Clarify staging area location and workspace constraints
- ☐ Clarify witness destruction requirements and ensure witness is onsite if needed
- ☐ Identify all types of data-bearing media (HDDs, SSDs, NAS, mobile, embedded)
- ☐ Choose appropriate destruction methods (wiping, shredding, degaussing, disintegration)

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Page 2

Phase 3: Value Recovery, Redeployment, or Donation

- ☐ Evaluate all assets for resale, reuse, or donation potential
- ☐ Request a fair market value assessment
- ☐ Review ITAD partner's revenue-sharing model
- ☐ Plan for internal redeployment or lab/testing use
- ☐ Ensure donations follow secure sanitization and vetting procedures
- ☐ Align donations with ESG or CSR initiatives
- ☐ Capture model numbers, serials, and resale

Phase 4: Sustainable Recycling

- ☐ Confirm R2v3 certification and downstream recycler vetting
- ☐ Verify the separation and handling of hazardous materials (lead, mercury, cadmium)
- ☐ Request full traceability documentation for recycled components
- ☐ Ensure compliance with EPA and GSA e-waste disposal standards

Phase 5: Reporting & Compliance

- ☐ Receive Certificates of Destruction and serialized asset reports
- ☐ Get access to a secure reporting portal
- ☐ Confirm turnaround time for reports (average should be 3 business days)
- ☐ Ensure audit readiness for both internal and external stakeholders