

Server Decommissioning Checklist for Compliance

Date: _____

To: [Recipient Name]

From: [Your Name/Department]

Subject: Server Decommissioning Checklist

1. Identification

- Server Name: _____
- Server ID: _____
- Decommissioning Date: _____

2. Data Backup

- Data Backup Completed: [Yes/No] - Date: _____
- Backup Location: _____

3. User Notification

- Users Notified: [Yes/No] - Date: _____
- Method of Notification: _____

4. Data Sanitization

- Data Sanitization Method: _____
- Completion Date: _____

5. Physical Disposal

- Equipment Disposal Method: _____
- Disposal Date: _____

6. Compliance Verification

- Checklist Reviewed by Compliance Officer: [Name] - Date: _____

7. Final Remarks

All steps have been completed in compliance with organizational policies.

Prepared by: _____

Signature: _____