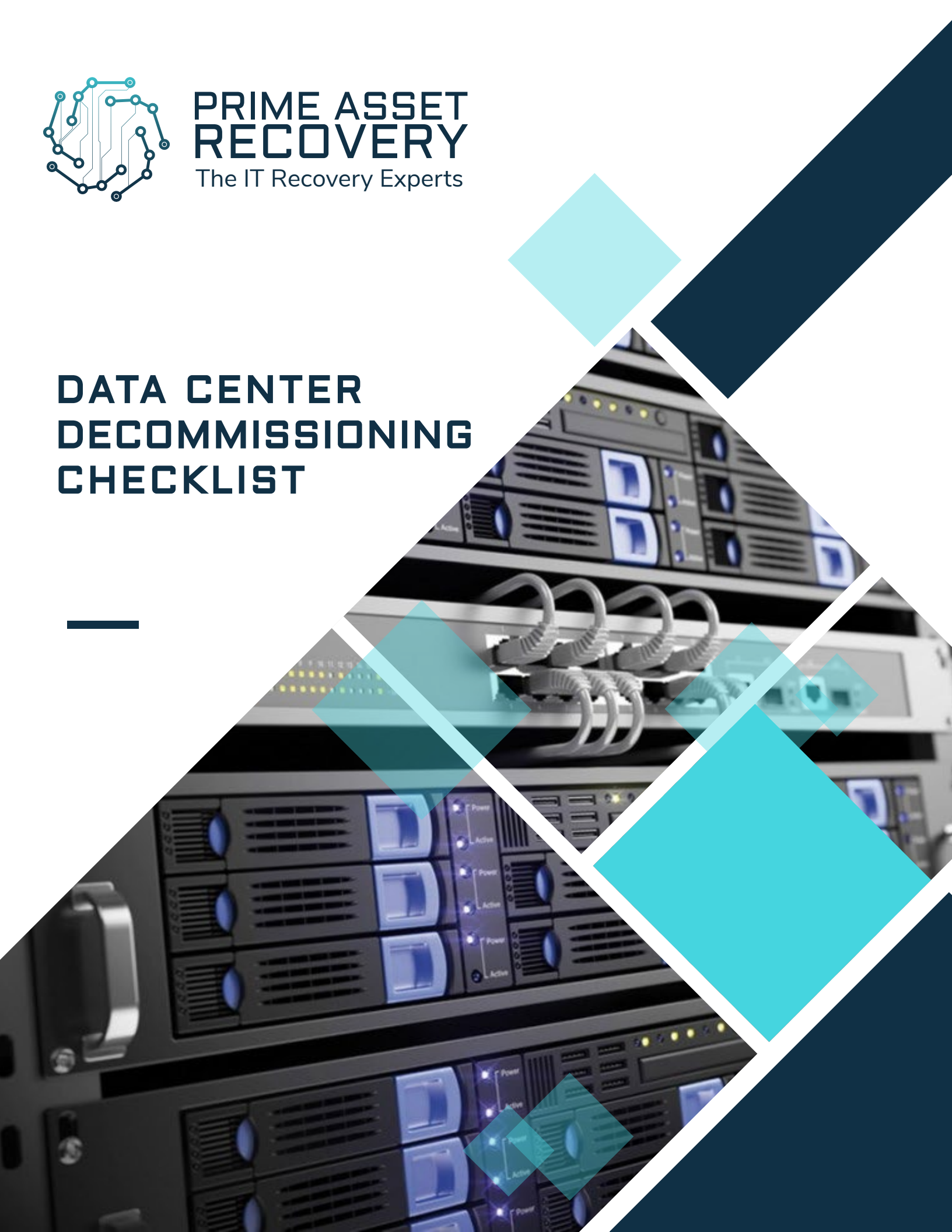# PRIME ASSET RECOVERY
## The IT Recovery Experts

# DATA CENTER DECOMMISSIONING CHECKLIST

# Why Decommission?

There are a lot of reasons why someone might decommission a server, but here are some common reasons why:

- ○ Upgrade your server

- ○ Obsolete equipment

- ○ Equipment is no longer needed

- ○ Liquidation of server assets

# How can I prepare for a decommission?

## Backup

Check your backups. It will depend on your situation but be mindful so no important data is lost.

## Inform

Notify relevant parties. Make sure everyone using, maintaining, or securing the equipment is aware.

## Maintenance Mode

Place servers into this state to avoid alerts and any errors.

## Migration

Take note of any components or data that will be migrated onto seperate or new systems.

# SERVER DECOMMISSIONING CHECKLIST

**The deconstruction and removal process of servers goes through a checklist to ensure all steps are taken to maintain the integrity of the equipment, and ensure the disassembly is done in a timely manner.**

Data centers are highly regulated by nature. Auditors ensure records show decommissioning compliance, and so whenever servers are added or removed, it must be documented. This checklist may be used to ensure proper steps and documentation are taken for decommissioning.

# Identify and schedule servers for decommissioning

Locate the equipment that is being decommissioned. Find out when it can be worked on.

Ensure all involved parties are aware of the project, plan what needs to be done, and plan ahead for any preemptive measures unique to your situation.

**Prime Asset Recovery** can decommission your server whenever is best for you.

Get a free quote now >>>

# Locate all software licenses for server(s)

If you are migrating to a new server, you can use the same software. Locate any software licenses.

Keep note of which licenses are affected, and ensure proper documentation is taken.

Maintaining documentation on software is useful longterm, and can save you money. While new software is always being released, software in recent time is still very capable and is a valuable asset.

# Cancel all maintenance and software contracts for server(s)

If the server is being totally liquidated, ensure you've haulted any maintenance appointments with technicians, and any subscription based software that will no longer be in use.

# Backup all data

If not done already, it's advised that a backup is done. Even if the data is not particularily valuable, it's always a smart idea.
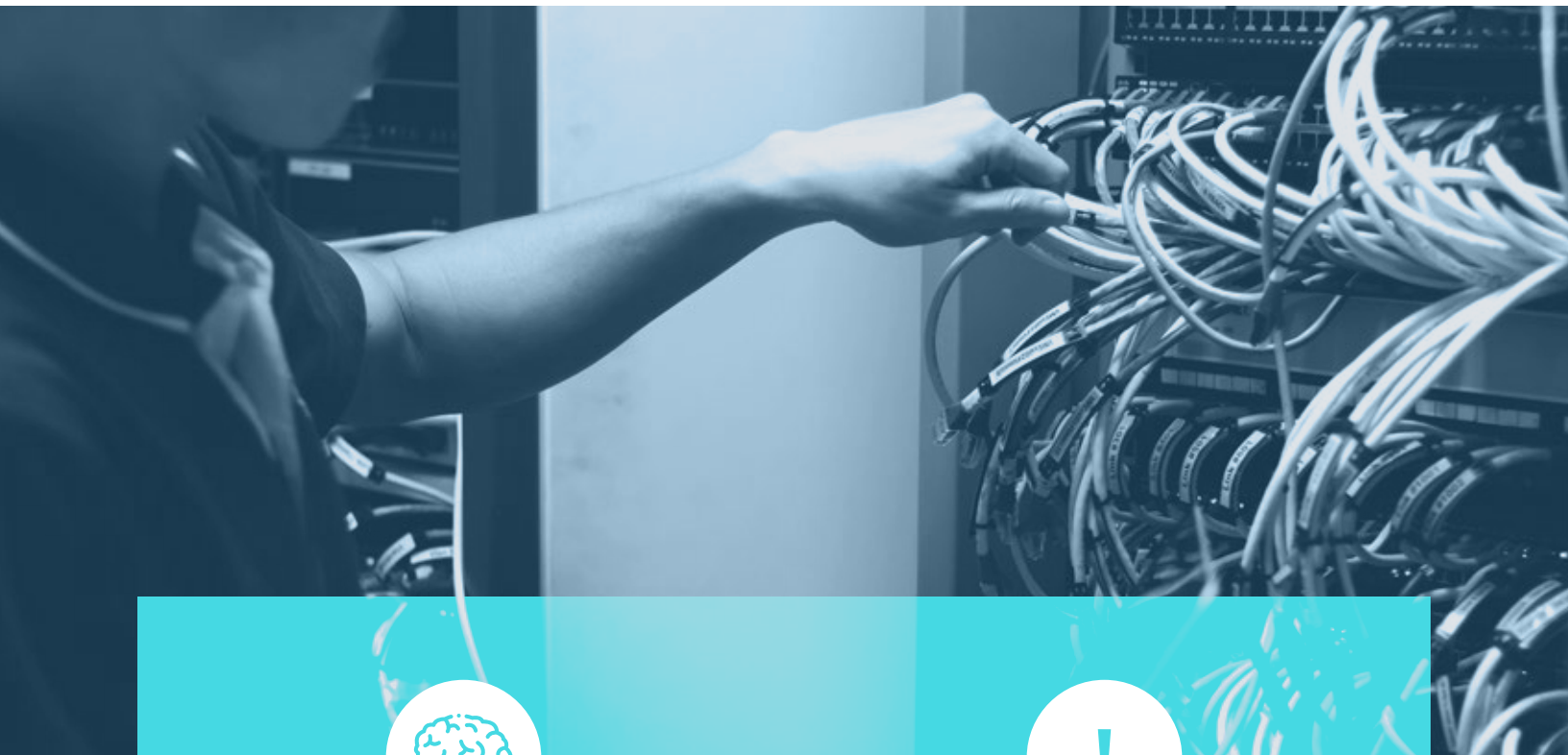
**Avoid any headaches!** Hold on to backups for at least 3 months after the removal.

Run tests to ensure that the backup and recovery process are functional.

# Disconnect server from network

Disconnect the server from any network connections, remove any subnets and firewalls.

Maintaining documentation on software is useful longterm, and can save you money. While new software is always being released, software in recent time is still very capable and is a valuable asset.

# Remove server from rack

Power down the system and remove it from it's rack.
The equipment can be taken to be erased, destroyed or
recovered and refurbished.

# Erase server disks and save documentation



Hard drives are able to be wiped.

When data is deleted, ensure there is documentaion. This keeps all parties on the same page, and creates records, just incase.

# Process with data wiping tools and physical destruction

Different situations require different levels of data wiping. All are state-of-the-art and secure to protect sensitive information.

## Security

Data removal on the software level, uses tools that ensure data is erased for good.

## Physical

As an extra measure, the hard drives may be physically destroyed to ensure there is no tracable data.

# Create file of all documented processes

All documentation is organized and filed to keep track of tasks performed to the equipment.



To keep peace of mind, all documentation is kept in order to ensure proper records of each project.

# In Summary

In order for a successful decommissioning, this checklist is used to make sure all precautions are made to take the equipment out of service, and ensure data is wiped securely.

- ◯ Identify and schedule servers for decommissioning
- ◯ Locate all software licenses for server(s)
- ◯ Cancel all maintenance and software contracts for server(s)
- ◯ Backup all data
- ◯ Disconnect server from network
- ◯ Remove subnets, firewalls and other associated software from server(s)
- ◯ Remove server from rack to erase for asset recovery or destruction.
- ◯ Erase server disks and save documentation
- ◯ Process with data wiping tools and physical destruction
- ◯ Create file of all documented processes

If you need us to help you with this, feel free to
[contact us for a quote >>](#)