



School IT Disposal Checklist – Free Download

Ensure every data-bearing device is identified before your next IT refresh project.

PHASE 1: CLASSROOM & LAB HARDWARE AUDIT

☐ Map Out Pupil & Teacher Laptops

Log serial codes, asset markers, and storage drives of all teaching arrays and laptop cart units slated for rotation.

☐ Audit Desktop Workstations

Scan legacy media suites, library computer kiosks, and computer labs to identify structural storage hardware.

PHASE 2: ADMINISTRATIVE & HIDDEN STORAGE MEDIA

☐ Isolate Office & Admin Assets

Identify management team systems containing critical student databases, SIMS records, and staff profile structures.

☐ Check Server Rooms & Storage Closets

Unearth decommissioned external drives, backup tape arrays, and legacy network routers tucked away inside technical storage areas.

PHASE 3: DATA SECURITY & GDPR COMPLIANCE

☐ Enforce Certified Wiping Standards

Verify complete software overwriting or physical fragmentation protocols to eliminate student data identity risks entirely.

☐ Secure Regulatory Closing Notes

Retain official Data Destruction Certificates alongside regional Waste Transfer Notes for school governor compliance reporting.

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