



Secure Laptop Disposal Checklist for Businesses

Ensure every laptop is securely retired, documented, and recycled using a proven step-by-step process.

PHASE 1: PRE-DISPOSAL & ASSET LOGGING

☐ Freeze Active Credentials

Deactivate network access, single sign-on (SSO), and corporate domain credentials associated with the assigned user.

☐ Document Hardware Metrics

Cross-reference internal asset tags against system serial codes, CPU specs, and RAM parameters for inventory reconciliations.

PHASE 2: COMPLETE DATA DECONTAMINATION

☐ Perform Cryptographic Overwrite

Utilize NIST-certified tools to cycle binary patterns across the solid-state or hard disk drives, ensuring total erasure.

☐ Physical Extraction & Isolation

Where standard digital wipes cannot execute due to drive defects, remove the drive unit manually for localized hardware crushing.

PHASE 3: LOGISTICS & LEGAL SIGN-OFF

☐ Verify Secure Chain Custody

Pack equipment into trackable security bins before dispatching via verified environmental ITAD transportation teams.

☐ Reconcile Closing Certification

File your formalized data destruction slips and legal waste notes alongside active corporate audit registry backups.

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