KEYSTONE TECH REVIVAL

Technology Retirement Checklist

A practical checklist for organizations preparing computers and other technology for retirement, reuse, or responsible recycling.

01 Inventory equipment

Record device types, models, serial numbers or asset tags, approximate quantities, and condition. Identify equipment that may require special handling.

02 Protect and retain important data

Back up files and records your organization needs to keep. Confirm backups are accessible before releasing equipment.

03 Release device management and ownership

For Windows devices, remove Windows Autopilot registrations and applicable Microsoft Intune or other management enrollment. For Apple devices, release them from Apple Business Manager or Apple School Manager, remove applicable management enrollment, and disable Find My / Activation Lock. A drive erase alone does not clear cloud-based registration.

04 Account for accessories and credentials

Gather power adapters, chargers, docking stations, and related accessories when available. Remove removable media and disconnect organizational accounts or services as appropriate. Do not include written passwords with equipment.

05 Identify data-security requirements

Tell Keystone Tech Revival which devices contain storage media and whether you need specific sanitization methods, reporting, or documentation. You do not need to erase drives yourself when arranging our sanitization service.

06 Coordinate the equipment transfer

Contact us with the inventory, approximate quantity, location, and any handling requirements. Confirm acceptance and transfer arrangements before sending or delivering equipment.

07 Retain final documentation

After processing, retain any provided sanitization certificates and equipment summary reports with your organization’s asset-disposition records.

Ready to retire equipment? Contact us to discuss what you have and the next steps.

keystonetechrevival.com | rick@keystonetechrevival.com | (610) 466-9830