



ITAD Lifecycle Checklist

Phase 1: Foundation

- ☐ Conduct a full audit of all IT assets.
- ☐ Draft a formal IT Asset Disposition (ITAD) policy.
- ☐ Define data destruction standards (e.g., NIST 800-88, IEEE).
- ☐ Assign a point person or team to manage the program.



Phase 2: Partnership

- ☐ Find a certified ITAD vendor.
- ☐ Request quotes and service-level agreements (SLAs).



Phase 3: Implementation

- ☐ Create a simple request system for asset pickup.
- ☐ Communicate the new process to all employees.
- ☐ Schedule your first pickup of retired assets.
- ☐ Review the first batch of reporting through vendor documentation.



Phase 4: Optimization

- ☐ Schedule regular IT audits (quarterly or semi-annually)
- ☐ Analyze value recovery reports to track financial returns.
- ☐ Review and update ITAD policy and pickup frequency as needed.

