

# Asset Retirement Checklist

Date: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Department: \_\_\_\_\_

## Asset Information

Asset Name	Asset ID/Tag Number	Description	Location
_____	_____	_____	_____

## Retirement Checklist

Task	Completed	Remarks
Verify asset ownership	â˜	
Review documentation and records	â˜	
Backup and remove sensitive data (if applicable)	â˜	
Ensure asset is disconnected from all networks/power	â˜	
Physical inspection for damages	â˜	
Remove asset from inventory records	â˜	
Disposal/recycling in accordance with company policy	â˜	
Notify relevant departments/personnel	â˜	

## Approval

Name	Role	Date	Signature
_____	_____	_____	_____

## Important Notes

- This checklist must be completed before asset retirement or disposal.
- Ensure compliance with organizational policies and applicable laws.
- All sensitive information must be securely removed prior to disposal.
- Maintain this document for record-keeping and audit purposes.
- Consult with the IT or facilities team when handling specialized assets.