

Laptop pre-disposal checklist for IT teams

Do this before retired laptops are collected. Locked laptops sell for parts only.

Accounts and management

- ☐ Back up what you need and offboard the user.
- ☐ Windows: delete the device from the Windows Autopilot devices list in Intune.
- ☐ Retire or delete the device record in Intune or your MDM.
- ☐ Mac: release from Apple Business Manager or Apple School Manager and unenrol from MDM.
- ☐ Mac: sign out of the Apple Account and turn off Find My (removes Activation Lock).
- ☐ If a tracking agent was used (for example Absolute), release the device in its console.

Firmware and encryption

- ☐ Remove BIOS or firmware passwords (Dell admin, HP BIOS administrator, Lenovo supervisor). A forgotten Lenovo supervisor password needs a system board replacement.
- ☐ BitLocker or FileVault can stay on. Do not hand over recovery keys. Keep escrowed keys until the certificate arrives.

Physical

- ☐ Remove SIM cards, smart cards and USB dongles.
- ☐ Leave asset tags on.
- ☐ Pack chargers with each laptop.
- ☐ Separate swollen batteries. Do not charge them. Tell the vendor.

Handover and close-out

- ☐ Export a serial list. Check it against the vendor's list at pickup and sign it.
- ☐ When the certificate arrives, match every serial and close the assets in your register.

Guide: privace.in/blog/prepare-company-laptops-for-recycling/