

Server decommissioning checklist

In the order it should happen. Skip nothing that touches data.

Before

- ☐ Change request approved, with owner and date.
- ☐ Workloads migrated and tested; final backups taken and a restore tested.
- ☐ Removed from monitoring, backup schedules, DNS, load balancers and the domain.
- ☐ Licences released or reassigned (OS, hypervisor, management controller).
- ☐ Management controller (iDRAC, iLO, XClarity) configuration exported if needed, then reset to defaults.
- ☐ Every server, drive and array serial recorded, including drives in caddies and spares on the shelf.

Data

- ☐ Method chosen per media: verified wipe for resale, or degauss and shred, or shred. SSDs and NVMe cannot be degaussed.
- ☐ Onsite destruction arranged if media may not leave the data hall.
- ☐ Tapes and removable media collected from libraries and offsite storage.
- ☐ Network device configurations erased (switches, firewalls, controllers).

Physical

- ☐ Rails, bezels, power cables and caddies kept with each unit (they affect resale value).
- ☐ UPS batteries handled as a separate stream.
- ☐ Handover signed against the serial list; loads sealed.

After

- ☐ Certificate of Destruction received and reconciled against serials.
- ☐ E-waste manifest and recycling certificate filed.
- ☐ CMDB and asset register updated; change closed.

Services: privace.in/services/server-decommissioning/