

HIPAA-Compliant Laptop Disposal Checklist

Healthcare Organization	
Department	
Total Laptops	
Checked by	
Date	

Before Disposal

- ☐ Inventory all retired laptops
- ☐ Record asset and device details
- ☐ Identify devices containing ePHI
- ☐ Check legal holds and obtain approvals
- ☐ Select a qualified ITAD provider

Data Sanitization

- ☐ Select the appropriate sanitization method
- ☐ Verify data sanitization or destruction
- ☐ Collect destruction or sanitization records

Collection & Transportation

- ☐ Secure and label all assets
- ☐ Document pickup and transportation
- ☐ Maintain chain of custody
- ☐ Confirm delivery to ITAD provider

Vendor Verification

- ☐ Verify ITAD and data-security certifications
- ☐ Review sanitization and security procedures
- ☐ Confirm asset-level reporting

Final Disposition

- ☐ Match assets to disposition records
- ☐ Resolve unmatched assets
- ☐ Archive disposal records
- ☐ Close out the disposal process

Final Check

- ☐ All laptops accounted for
- ☐ Disposition fully documented
- ☐ Chain of custody complete



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