

Chain of Custody Checklist for Data Center Decommissioning

Data Center Location	
Total Equipment	
Checked by	
Date	

Racking:	
☐ Asset ID and serial number	
☐ Equipment type and description	
☐ Original rack/location	
☐ Removal date and time	
☐ Person or team performing the removal	
☐ Initial custody status	
Staging:	
☐ Staging-area location	
☐ Arrival date and time	
☐ Person or team receiving the asset	
☐ Asset count and inventory verification	
☐ Current asset status	
☐ Any discrepancies identified during reconciliation	

Loading:	
☐ Assets included in the shipment	
☐ Shipment/container ID	
☐ Loading date and time	
☐ Origin and destination	
☐ Person releasing custody	
☐ Person or carrier accepting custody	
☐ Final pre-departure inventory check	
Transportation:	
☐ Carrier or transportation provider	
☐ Custody transfer date and time	
☐ Shipment or tracking number	
☐ Origin and destination	
☐ Authorized person releasing the shipment	
☐ Authorized person/carrier accepting custody	
☐ Delivery confirmation	
Processing:	
☐ Date and time of receipt	
☐ Receiving facility	
☐ Person accepting the asset	
☐ Asset verification against shipment records	

☐ Processing status	
☐ Assigned disposition or destruction method	
☐ Any discrepancies or exceptions	
Disposition:	
☐ Final disposition or destruction status	
☐ Date and time completed	
☐ Destruction method, where applicable	
☐ Responsible party	
☐ Asset ID/serial number confirmation	
☐ Certificate of destruction or other supporting evidence	
☐ Final disposition record	

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