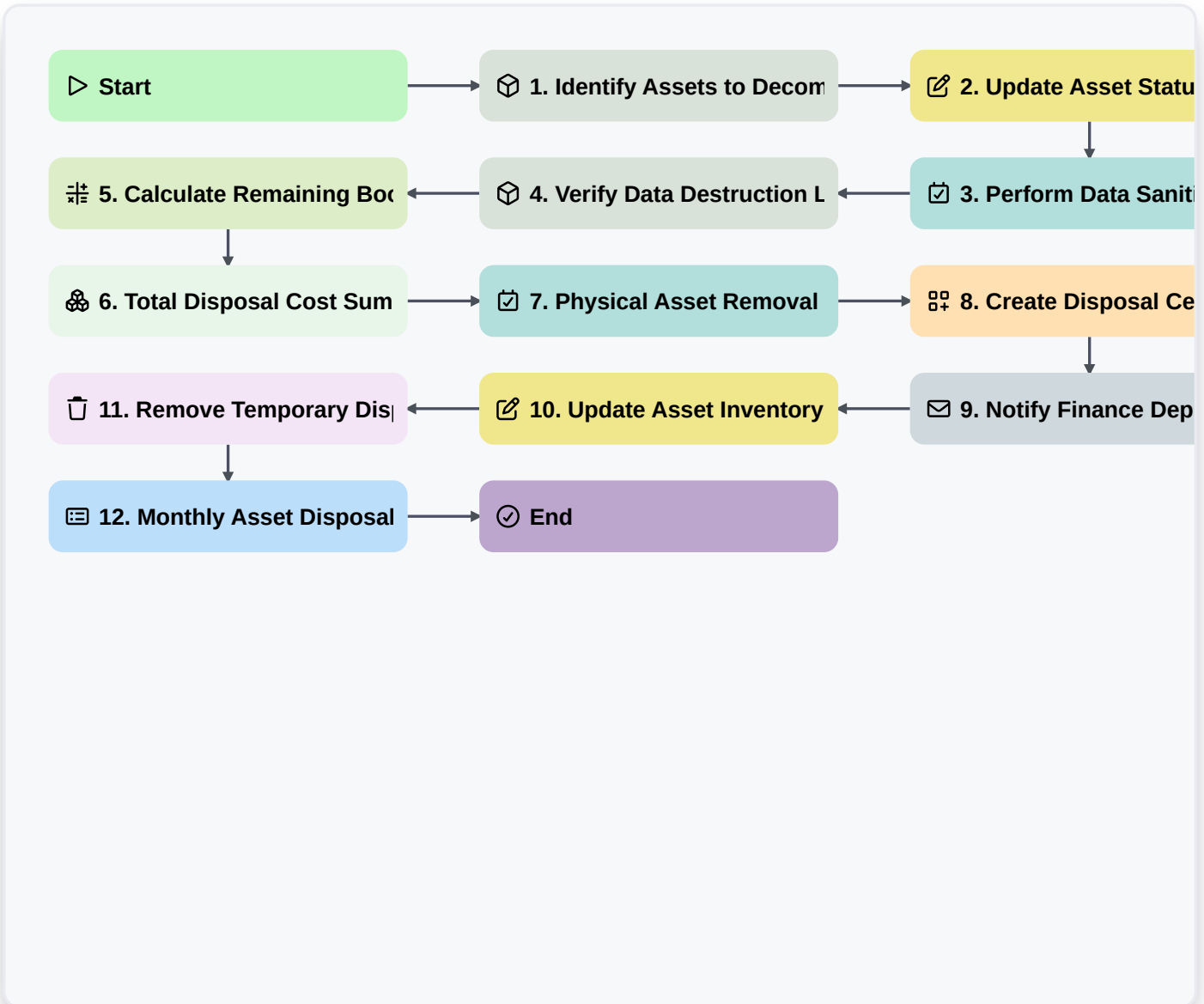


Decommissioning And Asset Disposal Workflow



▷ Start

Start of the Workflow/Process.

📦 1. Identify Assets to Decommission

Retrieve all hardware and software assets marked for retirement from the Asset Data Model.

✍️ 2. Update Asset Status to 'Decommissioning'

Update the status field of the identified assets to reflect they are currently in the disposal process.

✅ 3. Perform Data Sanitization

Assign a task to the IT Security Officer to ensure all sensitive data is wiped from the hardware.

📦 4. Verify Data Destruction Logs

Retrieve logs and certificates of destruction associated with the specific asset IDs.

📊 5. Calculate Remaining Book Value

Calculate the current depreciation value of the assets to determine financial write-off amounts.

🔗 6. Total Disposal Cost Summation

Sum all costs related to logistics, recycling fees, and labor for the decommission batch.



7. Physical Asset Removal

Create a task for the Facilities Team to physically remove the assets from the server room/office.

8. Create Disposal Certificate

Generate a new entry in the Disposal Logs data model to record the final fate of the assets.

9. Notify Finance Department

Send an email to the Finance team with the summary of assets removed and their final book value.

10. Update Asset Inventory Record

Update the original Asset Data Model to change the status from 'Decommissioning' to 'Disposed'.

11. Remove Temporary Disposal Records

Delete the temporary staging entries used during the transition phase of the workflow.

12. Monthly Asset Disposal Report

Generate a comprehensive report summarizing all assets decommissioned during this period for audit purposes.

End

End of the Workflow/Process.