CHAIN OF CUSTODY CHECKLIST
FOR SECURE IT ASSET DISPOSITION

As technology evolves, ensuring the security and proper handling of your organization's retired IT assets is more critical than ever, especially when equipment contains sensitive data. This checklist helps you in selecting an IT asset disposition (ITAD) provider that uses a multi-layer approach to safeguarding both data and IT devices. Cascade Asset Management's offerings were added to help provide a baseline of options. To learn more, scan the QR code to read our blog post.

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Secure Chain of Custody Criteria	Cascade	Other Provider
Equipment Is Handled by Trained ITAD Professionals		
ITAD provider is NAID AAA certified	✓	
If a third-party contractor is used, the ITAD provider verified their processes	✓	
Trustworthy On-Site ITAD Staff		
All staff undergo background checks	✓	
Employees must pass drug screenings	✓	
Clearly Identified Vehicles and Staff		
Vehicles are branded with the company logo	✓	
Employees wear uniforms and ID badges	✓	
Secure Vehicles and ITAD Facilities		
On-site employees lock the vehicle's doors every time it is left unattended	✓	
If multiple customers' equipment is on the same truck, individual loads are packaged separately	✓	
Equipment is transported to an ITAD facility that is secured with access controls, video surveillance, and alarm monitoring	✓	
Insurance Coverage for Equipment and Data		
Insurance coverage for lost, stolen, or damaged equipment	$5 M	
An Errors & Omissions policy that includes data breach notification and remediation coverage	$10 M	
A clean insurance claim history	0 claims	
On-site Inventory Services (Optional)		
Assets are inventoried prior to removal	✓	
Both parties sign-off on the asset transfer prior to loading	✓	
Inventory of each asset is confirmed when assets arrive at the ITAD facility	✓	
Every asset is tracked to its final status and documentation is provided: Resale Report or Certificate of Destruction	✓	

Contact us today to learn more or to request a complimentary ITAD Program Review.

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