



# CHECKLIST

## DISPOSITION PLAN

**Issue Date:** <mm/dd/yyyy>  
**Revision Date:** <mm/dd/yyyy>

### Document Purpose

The purpose of this document is to provide a quick checklist for use by the project manager to ensure that all appropriate activities related to **Disposition Plan** have been addressed.

### Activities Checklist

This section provides a checklist of activities to ensure proper preparation, use, and post completion review and continued use of this template.

<b>Initial System Evaluation &amp; Planning</b>	
<input type="checkbox"/>	Has all system information been assigned a security categorization as specified in FIPS 199 and NIST SP800-60?
<input type="checkbox"/>	Have plans for re-use and/or recycling of media, hardware, and software been determined, as specified in NIST SP800-59?
<input type="checkbox"/>	Has a formal system disposition plan that documents all required activities been completed?
<input type="checkbox"/>	Has the impact of system disposition on system stakeholders been assessed?
<input type="checkbox"/>	Have all technical interdependencies with other systems been identified, such as hyperlinks, and mitigation strategies documented?
<b>Communications</b>	
<input type="checkbox"/>	Has all system documentation been removed and/or updated to reflect the disposition of the system?
<input type="checkbox"/>	Has the user community been notified of the schedule for system disposition?
<b>Data Disposition</b>	
<input type="checkbox"/>	Has all system data been archived in the agreed-upon format?
<input type="checkbox"/>	Has all system data been evaluated to identify all applicable legal requirements for records retention?
<input type="checkbox"/>	Has archival data been stored in a "save forever" backup area on the designated data server(s)?
<b>Software Disposition</b>	
<input type="checkbox"/>	Have all software library files related to the information system been archived, deleted, or transferred to other systems, as planned?
<b>Documentation Disposition</b>	
<input type="checkbox"/>	Has a copy of all current information system documentation been archived in the agreed-upon format?
<input type="checkbox"/>	Have all system procedures been archived in the agreed-upon format?
<input type="checkbox"/>	Have all system procedures and documentation been stored in the agreed-upon archive location?
<input type="checkbox"/>	Has the System Archives Report been completed?
<b>Equipment Disposition</b>	
<input type="checkbox"/>	Has all electronic media been sanitized, as appropriate, for the assigned system information security categorization and recycling / re-use plan?
<input type="checkbox"/>	Has media sanitization been validated and documented?
<input type="checkbox"/>	Have the hardware and software resources dedicated to this information system been completely documented?
<input type="checkbox"/>	Is a re-use, recycling, or destruction plan documented for all system hardware and software resources?