

IT Asset Disposal Request Form

Last updated: September 2026

A practical request form to capture key information for IT asset collection and disposition, including secure data handling, responsible recycling and, where appropriate and agreed, potential reuse, redeployment or future remarketing pathways.

Customer Details

Field	Customer Input
Company / Organization	
Department	
Contact Person	
Email	
Phone	
Site Address	
Postal Code	
Preferred Collection Date	
Preferred Collection Time Window	
Loading Bay / Access Notes	

Asset Details

Asset Type	Quantity	Data Bearing? Yes/No/Unknown	Condition	Required Action
Laptop				Assess for Reuse / Redeployment / Sanitize / Destroy Media / Recycle
Desktop PC				Assess for Reuse / Redeployment / Sanitize / Destroy Media / Recycle
Server				Assess for Reuse / Redeployment / Sanitize / Destroy Media / Recycle
Hard Disk / SSD				Sanitize / Destroy
Mobile Phone / Tablet				Assess for Reuse / Redeployment / Sanitize / Destroy Media / Recycle
Network Equipment				Sanitize if Data-Bearing / Recycle
Printer / Office Electronics				Sanitize if Data-Bearing / Recycle
Other				Specify

For larger quantities or serial-number/asset-tag level tracking, attach a separate asset list where available.

Service Requirements

- ☐ Collection / pickup
- ☐ Asset inventory / reconciliation report
- ☐ Data sanitization
- ☐ Physical media destruction
- ☐ Recycling / responsible downstream processing
- ☐ Data destruction certificate
- ☐ Recycling certificate / collection record
- ☐ Battery segregation or special-handling coordination
- ☐ Recycling records to support ESG / sustainability reporting
- ☐ Other: _____

Batteries & Damaged Items

Please identify batteries, power banks and battery-containing equipment when submitting your request. Standalone or removable batteries should be separated where practical, but equipment should not be dismantled solely to remove built-in batteries.

Damaged, swollen or leaking batteries and unusual or contaminated equipment should be declared before collection so suitable handling arrangements can be confirmed.

Declaration

I confirm that I am authorized to release the listed assets on behalf of the organization and that the information provided is accurate to the best of my knowledge. I understand that final acceptance, collection arrangements, data-handling method, documentation requirements and any reuse, redeployment or other recovery pathway will be confirmed with ReTech Resource before processing.

Authorized Name: _____ Signature: _____ Date: _____

References & Notes

This form is intended to collect preliminary information for IT asset disposition planning. Final acceptance, treatment method, data sanitization or destruction requirements, battery handling, documentation and any reuse or recovery pathway may vary depending on asset type, condition, data sensitivity, site requirements and the agreed service scope. ReTech Resource will confirm the applicable arrangements before processing. Information reviewed September 2026.

- [NEA E-Waste Management](#)
- [PDPC – Guide to Data Protection Practices for ICT Systems](#)
- [NIST SP 800-88 Rev. 2 – Guidelines for Media Sanitization](#)