ATM Decommissioning Checklist

Complete every step in sequence. All phases require documentation for compliance.

PREPARE

Phase 1 — Pre-Removal

☐ **Notify stakeholders**
Inform branch, IT, security, and compliance teams of scheduled removal date

☐ **Disable network access**
Remove the ATM from the network and revoke VPN credentials and firewall rules

☐ **Zero-out cash vault**
Remove all cash, balance the cassettes, and process final settlement

☐ **Capture asset record**
Log serial number, model, manufacturer, and physical location

☐ **Photograph unit**
Document physical condition with photos before removal begins

☐ **Download audit logs**
Export all available transaction and event logs to secure storage

☐ **Confirm data destruction vendor**
Verify NAID AAA certified vendor is scheduled and confirmed

SECURE

Phase 2 — Data Destruction

☐ **Remove hard drives & SSDs**
Extract all internal storage media for certified wipe or physical destruction

☐ **Wipe or shred storage media**
DoD 5220.22-M wipe or physical shred per NAID AAA protocol

☐ **Decommission EPP module**
Remove and destroy the PIN encryption pad per PCI DSS requirements

☐ **Clear card reader memory**
Flush buffer memory on magnetic stripe and chip reader firmware

☐ **Shred paper journals**
Destroy all printed transaction journals in a certified shredder

☐ **Purge electronic journals**
Wipe all electronic journal storage to NIST 800-88 standard

☐ **Obtain destruction certificate**
Collect signed Certificate of Data Destruction for every media device

COMPLETE

Phase 3 — Disposition & Close

☐ **Assess unit condition**
Evaluate hardware for refurbishment, remarketing, recycling, or destruction

☐ **Complete chain-of-custody**
Document every handoff from removal site to final disposition

☐ **Arrange secure transport**
Use bonded carrier; obtain signed transport manifest for all units

☐ **Process resale or recycling**
Execute remarketing agreement or confirm RoHS-compliant recycler receipt

☐ **File compliance documentation**
Submit all certificates, manifests, and records to compliance team

☐ **Update asset register**
Mark the unit as decommissioned in your fixed-asset management system

☐ **Close out vendor POs**
Confirm final billing and close purchase orders with all service vendors