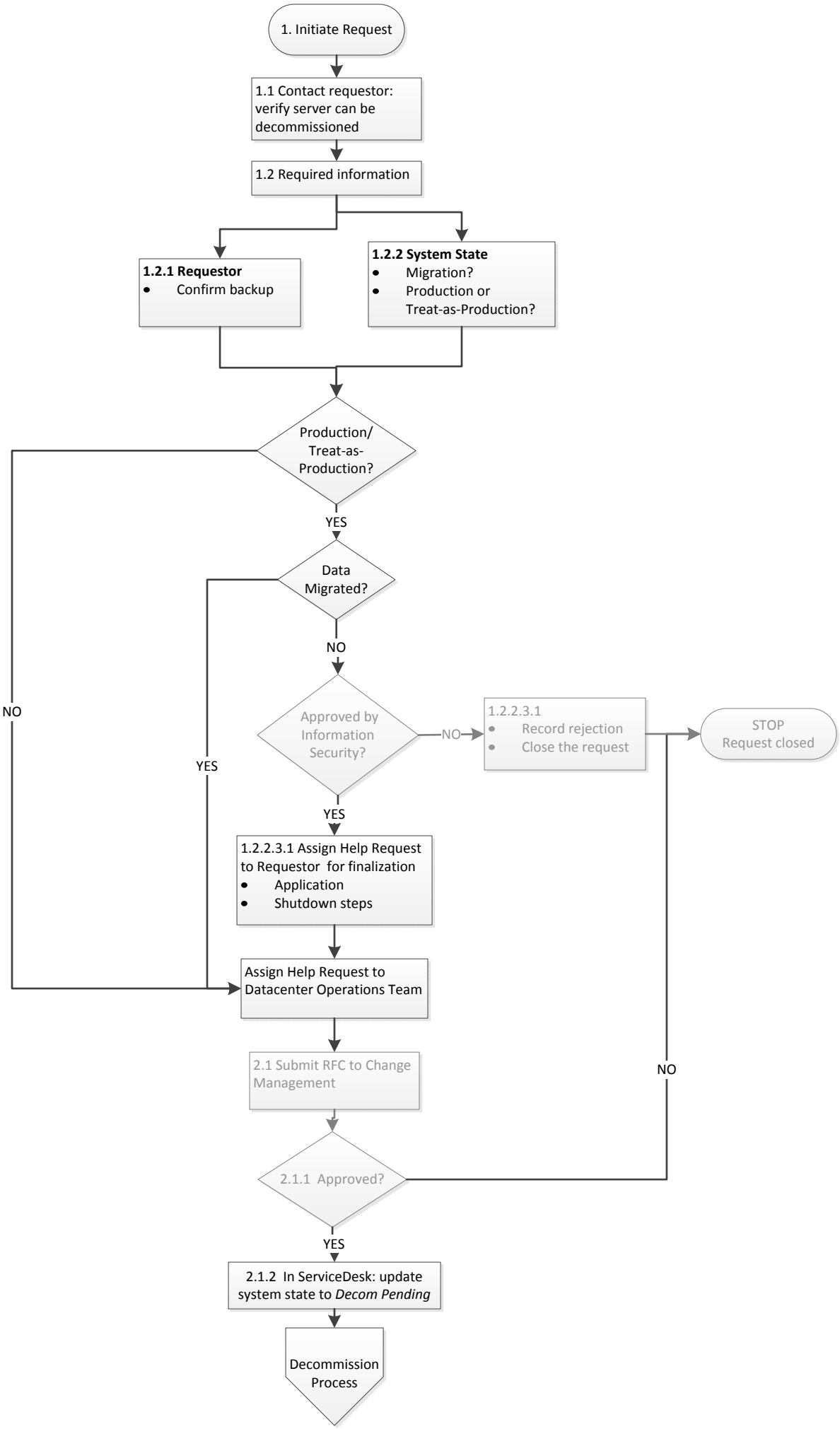
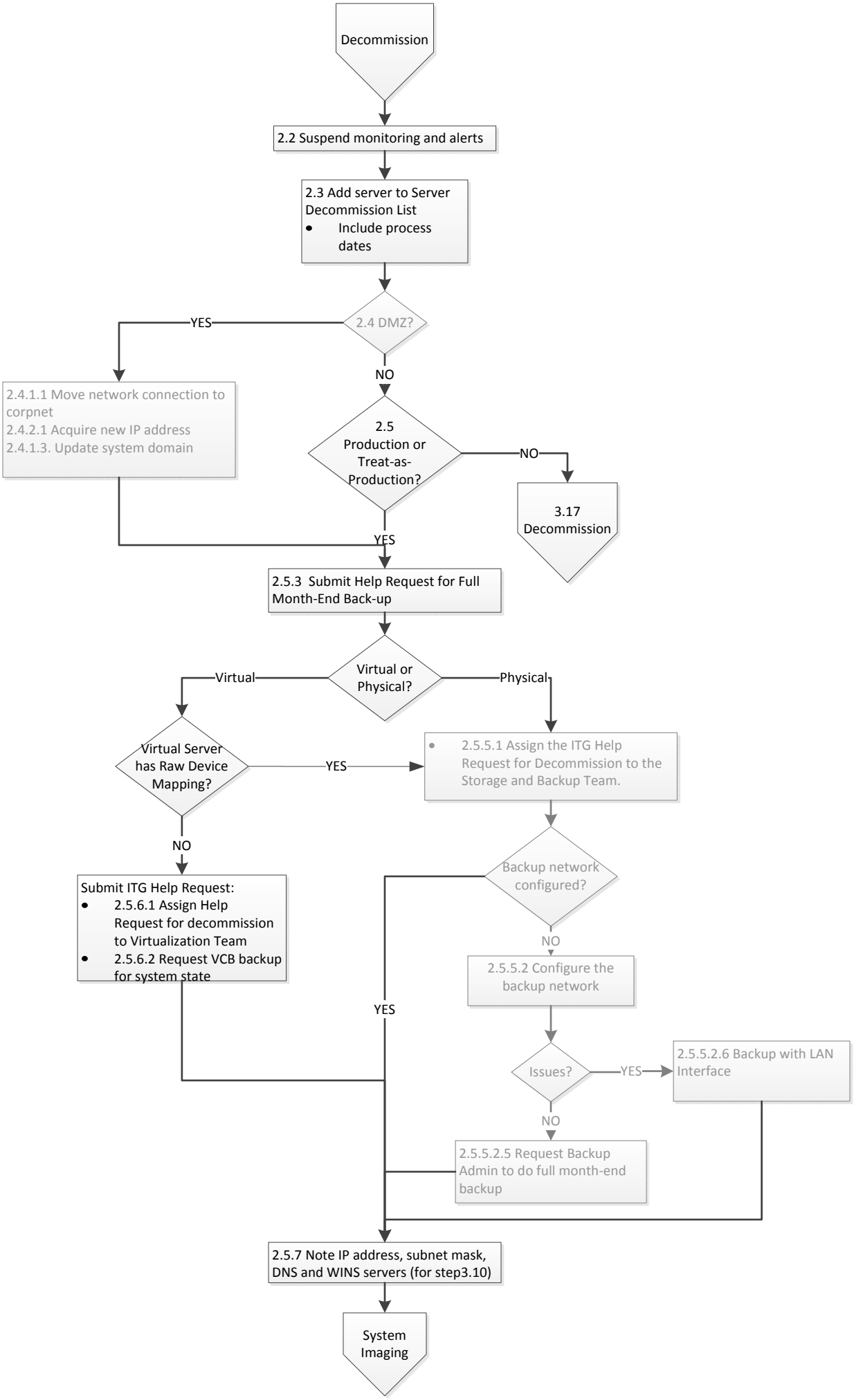
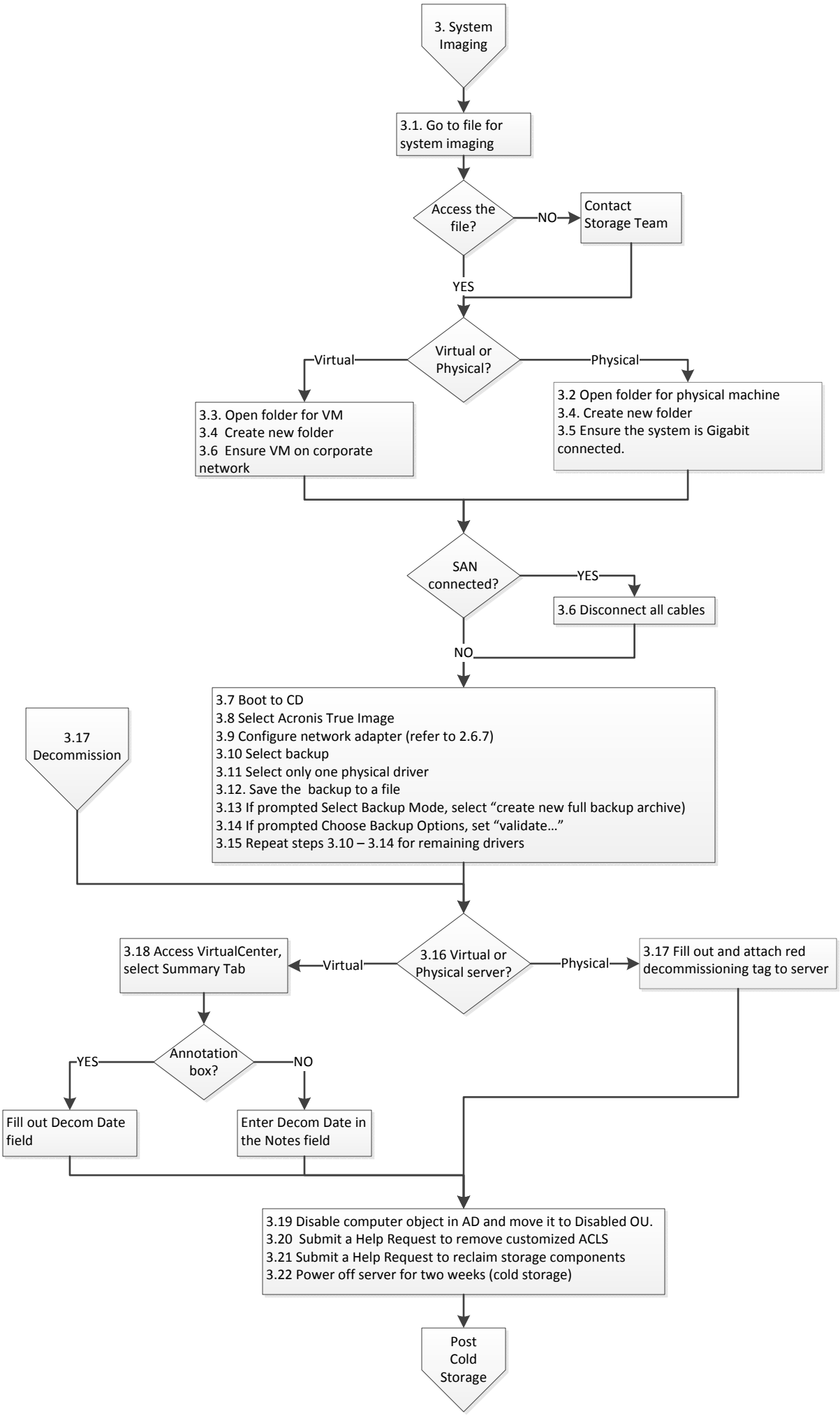
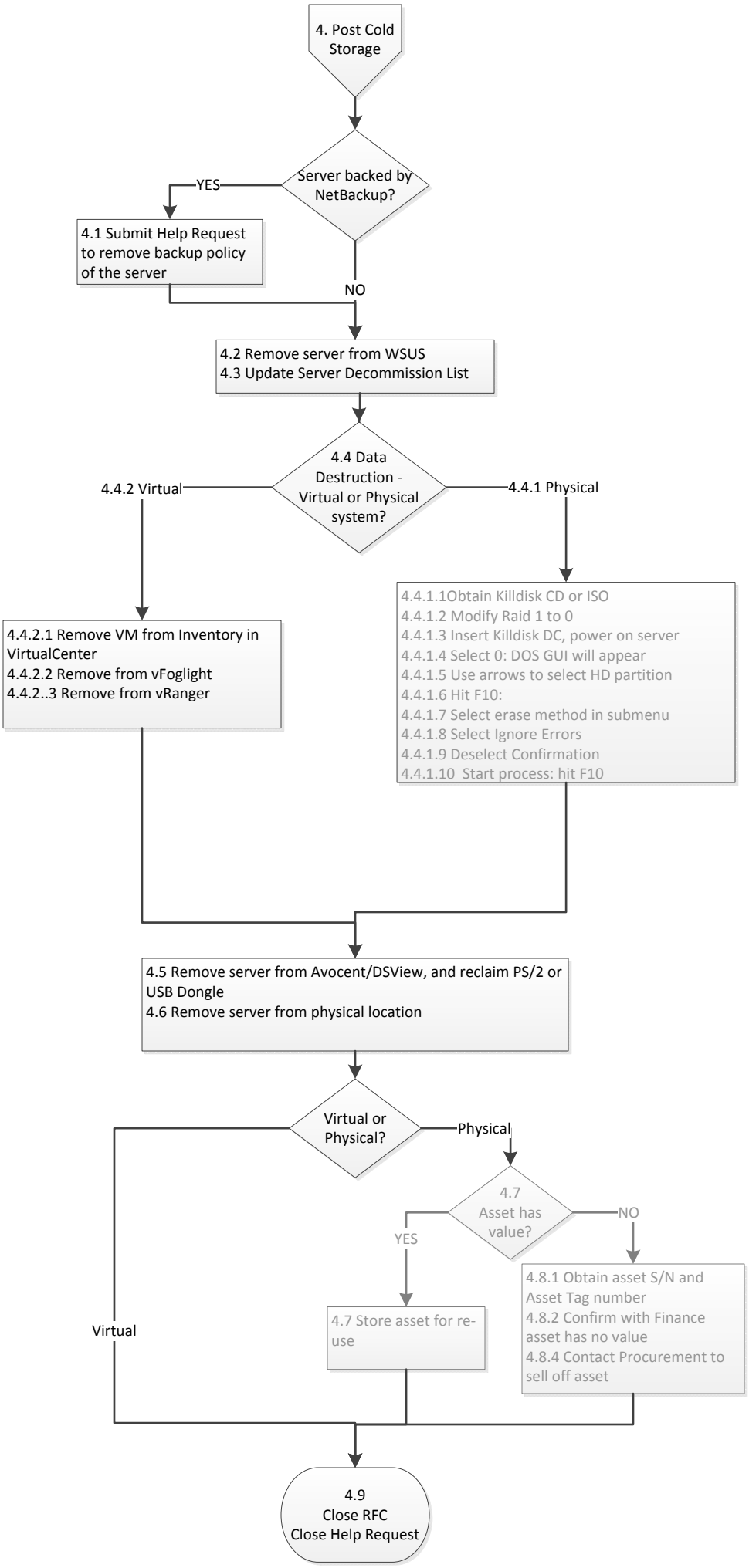
Server Decommission




Decommission
2.2 Suspend monitoring and alerts
2.3 Add server to Server Decommission List
• Include process dates
2.4 DMZ?
YES
NO
2.4.1.1 Move network connection to corpnet
2.4.2.1 Acquire new IP address
2.4.1.3. Update system domain
2.5 Production or Treat-as-Production?
NO
3.17 Decommission
YES
2.5.3 Submit Help Request for Full Month-End Back-up
Virtual or Physical?
Virtual
Physical
Virtual Server has Raw Device Mapping?
YES
2.5.5.1 Assign the ITG Help Request for Decommission to the Storage and Backup Team.
NO
Submit ITG Help Request:
• 2.5.6.1 Assign Help Request for decommission to Virtualization Team
• 2.5.6.2 Request VCB backup for system state
Backup network configured?
NO
2.5.5.2 Configure the backup network
YES
Issues?
YES
2.5.5.2.6 Backup with LAN Interface
NO
2.5.5.2.5 Request Backup Admin to do full month-end backup
2.5.7 Note IP address, subnet mask, DNS and WINS servers (for step3.10)
System Imaging


3. System Imaging
3.1. Go to file for system imaging
Access the file?
NO
Contact Storage Team
YES
Virtual or Physical?
Virtual
Physical
3.3. Open folder for VM
3.4 Create new folder
3.6 Ensure VM on corporate network
3.2 Open folder for physical machine
3.4. Create new folder
3.5 Ensure the system is Gigabit connected.
SAN connected?
YES
3.6 Disconnect all cables
NO
3.7 Boot to CD
3.8 Select Acronis True Image
3.9 Configure network adapter (refer to 2.6.7)
3.10 Select backup
3.11 Select only one physical driver
3.12. Save the backup to a file
3.13 If prompted Select Backup Mode, select "create new full backup archive)
3.14 If prompted Choose Backup Options, set "validate…"
3.15 Repeat steps 3.10 – 3.14 for remaining drivers
3.17 Decommission
3.16 Virtual or Physical server?
Virtual
Physical
3.18 Access VirtualCenter, select Summary Tab
3.17 Fill out and attach red decommissioning tag to server
Annotation box?
YES
NO
Fill out Decom Date field
Enter Decom Date in the Notes field
3.19 Disable computer object in AD and move it to Disabled OU.
3.20 Submit a Help Request to remove customized ACLS
3.21 Submit a Help Request to reclaim storage components
3.22 Power off server for two weeks (cold storage)
Post Cold Storage


4. Post Cold Storage
Server backed by NetBackup?
YES
4.1 Submit Help Request to remove backup policy of the server
NO
4.2 Remove server from WSUS
4.3 Update Server Decommission List
4.4 Data Destruction - Virtual or Physical system?
4.4.2 Virtual
4.4.1 Physical
4.4.2.1 Remove VM from Inventory in VirtualCenter
4.4.2.2 Remove from vFoglight
4.4.2..3 Remove from vRanger
4.4.1.1Obtain Killdisk CD or ISO
4.4.1.2 Modify Raid 1 to 0
4.4.1.3 Insert Killdisk DC, power on server
4.4.1.4 Select 0: DOS GUI will appear
4.4.1.5 Use arrows to select HD partition
4.4.1.6 Hit F10:
4.4.1.7 Select erase method in submenu
4.4.1.8 Select Ignore Errors
4.4.1.9 Deselect Confirmation
4.4.1.10 Start process: hit F10
4.5 Remove server from Avocent/DSView, and reclaim PS/2 or USB Dongle
4.6 Remove server from physical location
Virtual or Physical?
Physical
Virtual
4.7 Asset has value?
YES
NO
4.7 Store asset for re-use
4.8.1 Obtain asset S/N and Asset Tag number
4.8.2 Confirm with Finance asset has no value
4.8.4 Contact Procurement to sell off asset
4.9
Close RFC
Close Help Request