

## Computer Disposal Checklist

1. **Prepare to transfer software to your new computer.** Identify any software you bought for use on your old computer that you want to use on your new computer.
  - a. Take down license key information
  - b. Un-register the software from the computer
  - c. Locate install files and back them up so you have them available on your new computer. Some software vendor's will have install files available online.

Note: The steps you need to take to secure information for purchased software vary. Contact the software vendor to find out what you need to do to use your software on your new computer.

2. **Back up your files** to another location so that you can either copy files down to your new computer or have access to the files from your new computer. Below are a few options on where to save your data.
  - a. Subscribe to home cloud storage solutions like Google Drive, Dropbox or Apple iCloud storage to name a few. These services offer free options but you will have to pay for higher storage options and advanced features. Check out this article for more information on home cloud storage solutions:  
<https://www.pcmag.com/roundup/306323/the-best-cloud-storage-providers-and-file-syncing-services>
  - b. Backup your data to an external hard drive. (Learn more about external hard drives here: <https://www.lifewire.com/what-is-an-external-drive-2625867> )
  - c. Or save your data to a flash drive (I.e. USB drive, Jump drive, Thumb drive). Today, you can buy flash drives that can hold up to 1TB of data. (Learn more about Flash drives here: <https://www.lifewire.com/what-is-a-flash-drive-2625794> )
3. **Erase all data from your computer.** Read this article and chose an option that works for you.  
<https://www.wikihow.com/Wipe-a-Computer>
4. **Make sure to remove all devices and media from the computer.** Check CD-ROM drives, remove USB receivers and disconnect all cables.
5. Bring your E-Waste to Public Works for proper disposal:  
<https://www.fontana.org/606/Electronic-Collection>

