Server Decommission Procedure

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This procedure is to be followed once a server has been requested for decommissioning. A temporary shutdown of a server can be requested at any time for testing and verification purposes without involving the procedure below.

1. Receive written authorization from the server contact that the server is no longer needed and can be decommissioned.

2. Execute the Server Decommission Script.

   2.1. Power off server and keep for 30 days.

   2.2. Apply decommission date to the server for documentation purposes.

   2.3. Move VM to Decommissioned Folder.

   2.4. Send email to the server contact informing them that the server has been decommissioned and will be deleted in 30 days (provide date).

      2.4.1. Give the server contact the option to request a one-year archive backup.

         2.4.1.1. Request will be approved or denied by IS&S.

         2.4.1.2. An archive backup is a single full backup of the server that can be used to pull file data only.

         2.4.1.3. Archive backups should not be used to restore a server as this may require networking to keep all additional rules in place for an extended time.

3. 30 days after executing the Server Decomission Script, execute the Server Deletion Script.

   3.1. Delete server from infrastructure.

   3.2. Retain server backups for 30 days after deletion.

   3.3. Notify Networking of server removal and inform them that network settings/rules can be removed for the decommissioned server in 30 days (provide date).

4. 30 days after deletion, server backups will be automatically removed from Veeam.