**Server Name(s):**

AVH-SCCM1 (Win 2019)

#### **Process For Decommission:**

* Why is the server being decommissioned? End of Life Server
* What is the server’s function? IT (Former Microsoft Systems Center Configuration Manager)
* Is there a department that depends on this server? IT
* Has the server’s data been migrated/archived? (Yes/No) Yes
* Has the DBA been notified? (Yes/No) Yes
* Has the backup admin been notified? (Yes/No) Yes
* Have the tape backups been disabled? (Yes/No) Yes
* Has the department’s director been notified? (Yes/No) Yes
* Physical or Virtual? Physical

By signing this letter you acknowledge that you have been notified and approve the decommissioning of the servers stated above

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| X                                                                          Date  (Name)  CIO  X                                               Date  (Name)  IT Director |
| X Ken Goddard                                                    Date  04-19-2023  (Name) Ken Goddard  System Analyst/Engineer |