

Tech Defenders Publishes Six-Step ITAD Audit-Readiness Framework for School and Enterprise IT Teams

The framework helps technology teams assemble the records needed to reconstruct an IT asset disposition project before an audit request arrives.

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An audit is the wrong time to discover that device records live in different systems, files and inboxes.”

*Mark Hudson, Integrator/GM
at Tech Defenders*

has published an [ITAD Audit-Readiness Framework](#), a six-step guide to organizing records that enable a technology team to reconstruct an IT asset disposition project from authorization through final disposition.

The records requested during a review may already exist, but they can be scattered across inventory systems, manifests, receiving logs, data-processing results, exception reports, and final disposition documents, with

different people responsible for each one. The framework gives IT, compliance, and school technology teams a single structure for deciding what they need, who owns it, where it lives, and how to close gaps while a project is still in progress.

The six steps

- Define scope and ownership. Record the sites, date range, asset classes, approved service scope, internal owners, and record-retention expectations for the project. (BEFORE PICKUP)
- Establish the serialized baseline. Preserve the source inventory and the identifiers needed to match assets across pickup, intake, processing, and closeout. (BEFORE PICKUP)
- Document custody transfers. Retain authorization, manifests, dates, locations, handoffs, receiving confirmation, and exceptions from release through final disposition. Settle in advance what downstream processing documentation the provider can supply if a reviewer asks where an asset went after it left the facility. (DURING)
- Record data-disposition evidence. Identify data-bearing assets and preserve the method, result, date, location, supporting record, and any exception or hold. Each result should tie back to a

specific identified asset. (DURING)

- Reconcile exceptions and outcomes. Match the baseline to processing, final disposition, and financial records. Assign an owner and a resolution date to every missing, duplicate, damaged, unidentified, or unresolved asset. (AFTER CLOSEOUT)

- Assemble the closeout packet. Index the scope summary, inventory baseline, manifests, custody records, data-disposition evidence, exception log, final disposition records, financial reporting, approvals, and dated gap list in one place. (AFTER CLOSEOUT)

“An audit is the wrong time to discover that device records live in different systems, files and inboxes,” said Mark Hudson, Integrator/GM at Tech Defenders. “The useful question is not whether a certificate exists. It is whether every record can be connected back to an identified asset and a final outcome.”

The framework builds on Tech Defenders’ published guidance on ITAD audit-trail fields, chain-of-custody tracking, and certificates of data destruction. A certificate, invoice, or pickup record each answers one question. A review may ask all of them at once.

The framework is available at <https://www.techdefenders.com/itad-audit-readiness-framework>.

The ITAD Audit-Readiness Framework is an operational planning and documentation resource. It is not legal, regulatory, cybersecurity, or audit advice, and it does not guarantee compliance or any audit outcome. Requirements vary by organization, contract, jurisdiction, asset type, and auditor.

Related guidance from Tech Defenders

- [ITAD Audit Trail: Sample Fields for Enterprise Reports](#)
- [ITAD Chain of Custody: Enterprise Tracking Checklist](#)
- Certificate of Data Destruction: ITAD Audit Checklist
- Enterprise IT Asset Disposition Services

About Tech Defenders

Tech Defenders is a Grand Rapids, Michigan-based provider of IT asset disposition and device lifecycle services for schools, businesses, and other organizations. Its services include secure device handling, IT asset recovery, remarketing, data destruction, and responsible recycling. Learn more at [techdefenders.com](https://www.techdefenders.com).

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