

Law or Legal Services Office Checklist

ITEM	OWNERSHIP	DISPOSITION
Communication Systems		
1. Desktop phones		
2. Cellular phones or smart phones		
3. Handsets, headsets, or earpieces		
4. Call routing or voicemail systems		
5. Answering machines		
6. Fax machines		
7. Website and e-mail		
8. Accessories (e.g. batteries, chargers, etc.)		
9. Other		
Computer System		
1. Desktop computers		
2. Laptop computers		
3. Personal digital assistances (PDAs)		
4. Servers and drives (e.g. backup, portable)		
5. Printers and scanners		
6. Peripherals (e.g. keyboards, routers, speakers)		
7. Portable memory storage (e.g. flash drive)		
8. Accessories (e.g. cables, surge protectors, etc.)		
9. Other		

ITEM	OWNERSHIP	DISPOSITION
Equipment		
1. Photocopiers		
2. Shredders		
3. Dictation equipment		
4. Debit/credit machines		
5. Other		
Furniture		
1. Office desks, computer desks, tables		
2. Office and other seating		
3. Filing, shelving, and storage		
4. Other		
Books		
<i>(itemize as necessary)</i>		
Office Supplies		
<i>(itemize as necessary)</i>		
Off-site Storage		
<i>(itemize as necessary)</i>		