Old Phone Release Preparation

Clear the private work before making the public handoff.

Ownership permission and access preservation precede erasure.

Hypothetical example: an adult discovers that an old phone still supports account sign-in and delays donation until the owner completes the official access transfer and removal steps.

01 Treat the phone as a record holder

Confirm device ownership and permission to release it.

Device and model

Owner authorizing transfer

Organizational restriction or unresolved permission

02 Preserve the next phone's access before erasing this one

Preserve needed information and verify continuing access.

Needed data destination

Private account-access checks completed

Transfer gap and responsible account holder

Old Phone Release Preparation / Review & follow-through

03 Follow the actual maker's handoff instructions

Follow the exact maker's removal instructions.

Official maker instruction source

Cards and connections addressed as directed

Completed erase or held status

04 Give the recipient a truthful device status

Confirm truthful condition and accepted handoff.

Actual condition disclosed

Recipient or recycling route requirements

Accepted transfer record or remaining hold