

## Mobile Device Disposal Checklist

1. **Back up Your Phone.** The idea here is to ensure you have backed up all of your data in one secure location. Then, when you sell or trade in your phone, your data can be easily transferred to your new device.
  - a. With an iPhone, tap Settings, then iCloud, and then choose Storage & Backup. Make sure you enable the iCloud Backup feature, then select Back Up Now to move your data to the cloud.
  - b. If you have an Android phone, it's a little more involved, but not to worry. For starters, Google Sync backs up most of your data for you – all you have to do is go to your Settings menu and select Accounts and Sync.
  - c. You can also back up your data the old-fashioned way, by using the USB cable to connect your Android phone to a computer, and then copy all your files.
  - d. Newer versions of Android phones back up everything without your having to lift a finger.
2. **Remove SIM or SD Cards.** If you know how, pull out your SIM card from your iPhone, or unmount and remove your SD card from your Android device. This is very important, as it will ensure your personal data is protected. How to remove the cards varies based on the phone model, and older iPhones can be more of a challenge. If you're not sure, check your manual or ask your wireless provider for help. Once you successfully remove your SIM or SD card, place it somewhere for safe keeping.
3. **Factory reset your phone.** If you're trading in your phone or simply getting rid of it, the main thing is to make sure your personal information doesn't fall into the wrong person's hands. A factory reset essentially gives your phone a clean slate by wiping it of all data and returning it to its condition when you first bought it.
  - a. With an iPhone, it's pretty easy. Go to the Settings menu, tap General, select Reset, then Erase All Content. Click here for a full checklist from Apple on steps to remove your personal information from a device: <https://support.apple.com/en-us/HT201351>
  - b. Android phones and versions vary. Click here to access an article on how to reset our Android device: <https://support.google.com/android/answer/6088915?hl=en>
4. **Bring your E-Waste to Public Works for proper disposal:**  
<https://www.fontana.org/606/Electronic-Collection>

