24uNet Year-End IT & Security Checklist

What to finish before January, and the proof to keep for each item.

Task	Proof to keep	Done / Date / Who
Windows Server 2016 found and plan set (support ends Jan 12, 2027)	List of each server, version, role, owner; chosen plan: move, upgrade or retire	
Insurer renewal questions answered with evidence	Completed application plus screenshots and reports behind each answer	
Access review done: users match payroll, leavers removed	Before/after user lists, date, reviewer	
Standing admin rights cut; separate admin accounts used	Before/after admin list	
Restore test run: one file set and one full system	Restore log: what, when, who checked, result	
One backup copy confirmed separate or offline	Note of where the separate copy lives	
MFA on every account, including admin and remote access	MFA status report or screenshot	
Updates and firewall/router firmware current	Patch report; firmware versions noted	
Holiday incident contacts printed and shared	Printed contact sheet, date shared	
Payment-callback rule reminded before holiday wires	Reminder email or meeting note	
Renewals listed: domains, certificates, licenses, insurance	Renewal list with owners	
Written policies reviewed and re-dated	Policies with new review date	

Still running Windows Server 2016?

We'll help you plan the move before support ends.

Go deeper: get the 24-line Security Baseline checklist

24unet.com/security-baseline-checklist

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General guidance, not legal advice. Windows Server 2016 date per Microsoft lifecycle page. 24uNet, Denver CO and College Station TX.