

*Approved by Director: Dr. Guy Vallaro*

**A. Purpose:**

To outline the steps taken to analyze optical disk media.

**B. Responsibility:**

Forensic Examiners

**C. Definitions/Abbreviations:**

Refer to CC SOP-26 - Definitions and Abbreviations.

**D. Procedure:**

1. It is not necessary to acquire or hash optical disk media.
2. The technique used for the examination of optical disks should be determined by, but not limited to, the examiners training knowledge and experience.
3. Current acceptable techniques for analysis include:
  - a. Acquiring the media into a case using one of the established methods in place at the Laboratory;
  - b. Use the Rimage Evidence Disk System to export any information contained on the optical media by following the manufacturer's protocol, as well as, the examiner's training and experience;
  - c. Previewing the media using an approved forensic tool, for example, EnCase;
  - d. Previewing the media using an appropriate approved application such as Windows Explorer.
4. Every effort should be taken to ensure that the optical disk media is write protected. For example, a read only CD drive.
5. If a different method is used to analyze the optical disk media, thoroughly document it in the Laboratory Notes (QR-CC-5) and all other appropriate records.

**E. References:**

1. CC SOP-29 - Evidence Retrieval Storage and Return
2. Rimage Evidence Disk System user manual