

**A. Purpose:** To ensure that proper case management and data entry are followed for the Division of Scientific Services.

**B. Responsibility:** Evidence Control Officers (however titled) or designees.

**C. Procedure:**

1. All original paperwork associated with a submission should be maintained in the administrative case file. The administrative file may be an accumulation of paper or electronic attachments in LIMS-plus. The "Request for Analysis" form and case related materials (such as warrants, consent forms, and case summaries) submitted by the agency should have the laboratory case number placed on it.
2. Evidence Control Officers or designees will make administrative case file folders. These files will be stored in the Evidence Receiving Unit and filed numerically by laboratory number, under each year. The following colored file folders are used for the administrative case files to designate case type:
  - Red file folders - homicide, manslaughter, fatality, or untimely death
  - Yellow file folders - sexual assault
  - Green file folders - proficiency tests
  - Manila – all other cases
3. Any additional activity ( such as a change in case status, phone inquiries etc.) should be documented in LIMS-plus in the "Synopsis" area of the Case Info tab.
4. Any additional written communications (such as expedite letters or court orders) are included in the administrative case file. Such communications should be updated in the LIMS-plus system where appropriate.
5. Any communications received electronically can be attached in LIMS-plus in the administrative file without producing a paper copy. As such the administrative file may be an accumulation of paper or electronic attachments in LIMS-plus. The electronic attachment will be considered identified to the case by uploading and attaching it to the case level in LIMS-plus.