

**CC SOP-10 - Case File Records**

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**A. Purpose:**

To outline the use of case file records to record pertinent information pertaining to the examination of digital evidence.

**B. Responsibility:**

Forensic examiners

**C. Definitions/Abbreviations:**

Refer to SOP-CC-26 - Definitions and Abbreviations.

**D. Procedure:**

1. Case file records include, but are not limited to the following:
  - a. Quality Records.
    - i. See document *CCEEL-20 - Index of CCEEL QRs* for a listing of specific quality records.
  - b. Handwritten notes.
    - i. Ensure that a unique case identifier and initials are present on all handwritten notes.
  - c. Electronic records (e.g. CD)
    - i. Ensure that a unique case identifier and initials are present on all electronic records.
2. Case file records shall contain the following information when applicable:
  - a. Any communications with the submitting agency and/or other authorized individuals about information relevant to the investigation and/or request(s).
  - b. Documentation of non-standard methods used in the examination process.
  - c. Documentation of any discrepancies within the evidence submission(s). This documentation should include communication with the appropriate parties.

**E. Documentation:**

1. Case file