

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(Refer to GL 20).
 - c. Documentation of any discrepancies within the evidence submission(s). This documentation should include communication with the appropriate parties.

E. References:

1. Case file