

Approved by Director: Dr. Guy Vallaro

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. Current versions of Quality Record templates can be accessed on the shared network drive. Ensure that current version of records have been utilized.

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