

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/DVD/USB)

- i. Ensure that a unique case identifier and initials are present on all electronic records. If electronic records containing data/information that can be analyzed at a later date for more testing, these records shall be sub-itemed in Justice Trax and treated as evidence. These records shall be stored in a secure storage location.

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