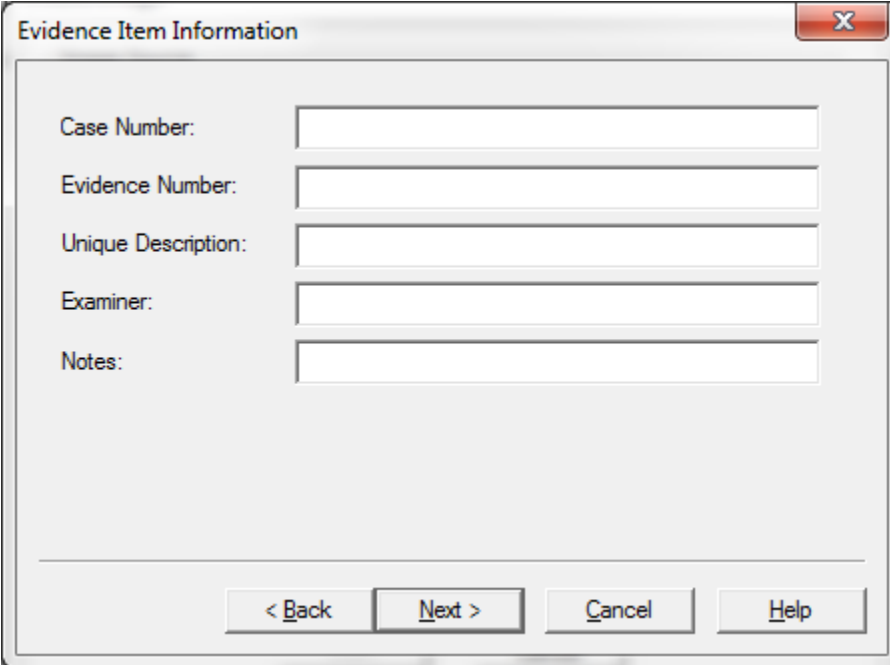
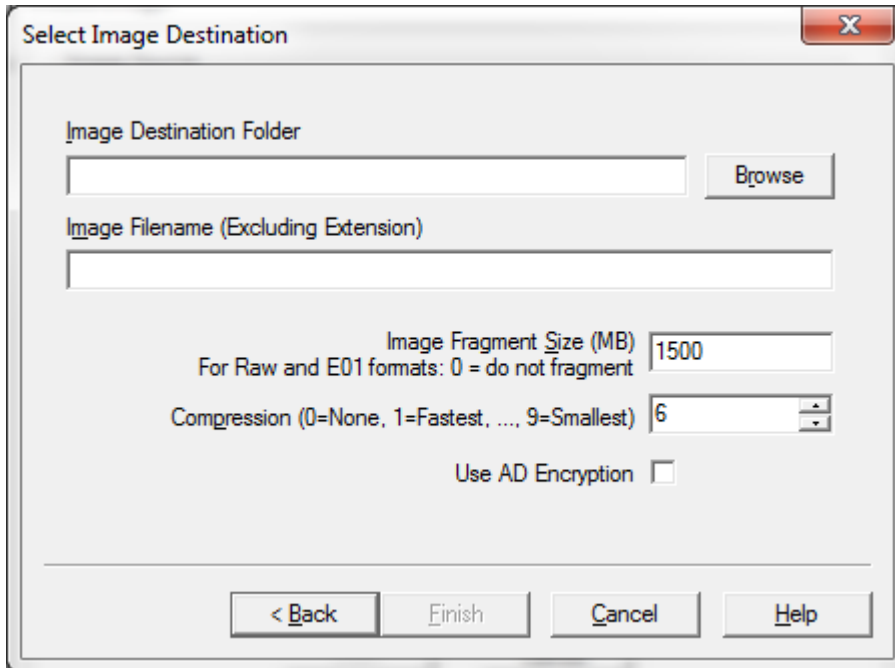


- 1) During the process of imaging using FTK Imager 3.x, the following dialogue box will appear:



- 2) Use the following conventions to fill in each field:
- a) Case Number - This will be the unique identifier for the case. It consists only of the Laboratory Case Number of the evidence being acquired.
For example: DSS-16-001234
 - b) Evidence Number - This will be the unique identifier for that particular piece of media. It can be the Laboratory Submission Number (for example: "001") or a sub-item number of the Laboratory Submission Number (for example: "001-1A").
 - c) Unique Description - This field should contain information about the particular piece of media. For example: Make, Model and Serial Number.
 - d) Examiner - This will be the name of the analyst acquiring the specific piece of media.
For example: "Jim Jackson", "Jane Smith" or "Johnson"
If two or more examiners share the same name they must be uniquely identified.
For example: "Jim Jackson" and "James Jackson"
 - e) Notes - This field is optional and may contain any information the examiner feels is relevant to the case.

Approved by Director: Dr. Guy Vallaro

Referring to the screenshot to the left, the following naming conventions are used when acquiring digital media with FTK Imager 3.x:

1. In the Image Destination Folder field change the destination path to the established staging drive.
2. In the Image Filename (Excluding Extension) field, the naming convention will reflect the Submission # along with the media number based on how many pieces of the particular media type* there are. For example, if a computer is submitted as Submission #003 and it contains two (2) hard drives, the naming convention would be: S3_HD1 and S3_HD2. Meaning;
 - S3 equals Submission #003
 - HD1 equals Hard Drive 1
 - HD2 equals Hard Drive 2
3. All other fields may be defined based upon the examiner's requirements.

* A complete list of abbreviations for the various types of media can be found in SOP-CC-31 – Sub-item Labeling Standards.