CHAIN OF CUSTODY DOCUMENT
[PRINT LEGIBLY AND USE BLACK OR BLUE INK]

1. CASE NUMBER

2. NAME, TITLE, & ORGANIZATION OF RELEASER

3.LOCATION AND ADDRESS WHERE RECEIVED

4. PHONE OF RELEASER

5. DESCRIPTION OF RECEIVING LOCATION

6. RELEASED BY MEANS OF
☐OWNERSHIP   ☐DISCOVERY   ☐ COURT ORDER   ☐OTHER

7. CONTAINER EVIDENCE ITEM NUMBER

8. CONTAINER DESCRIPTION, MODEL NUMBER, SER. NO., IDENTIFYING MARKS, CONDITION, TYPE [DESKTOP, LAPTOP, SERVER, HDD, CD, TAPE, ETC]

9. DEFAULT CUSTODIAN (PRIMARY USER OF CONTAINER) OR [MULTI CUSTODIAN]   ☐ SINGLE   ☐MULTI

10. SUBITEM COUNT

11. SUBITEMS: (USE BACK FOR ADDITIONAL SUBITEMS) USE EVIDENCE NUMBER DASH LETTER (013-A, 013-B, ETC.)

ITEM NUM	(SERIAL NUMBER) | [CUSTODIAN FOR MULTI]	IMG METHOD	INITIAL DESTINATION SERIAL
SIZE (GB)	(TYPE, MODEL, DESCRIPTION, MARKS, ETC.) | [FILENAME]	IMG SIZE (GB)	5 CHAR OF MD5 / SHA1
			/
ITEM NUM	(SERIAL NUMBER) | [CUSTODIAN FOR MULTI]	IMG METHOD	INITIAL DESTINATION SERIAL
SIZE (GB)	(TYPE, MODEL, DESCRIPTION, MARKS, ETC.) | [FILENAME]	IMG SIZE (GB)	5 CHAR OF MD5 / SHA1
			/
ITEM NUM	(SERIAL NUMBER) | [CUSTODIAN FOR MULTI]	IMG METHOD	INITIAL DESTINATION SERIAL
SIZE (GB)	(TYPE, MODEL, DESCRIPTION, MARKS, ETC.) | [FILENAME]	IMG SIZE (GB)	5 CHAR OF MD5 / SHA1
			/

12. SIGNATURE OF RELEASER (VERIFY IDENTIFICATION)

13. TIME/DATE RELEASED

14. NAME & ORGANIZATION OF RECIPIENT

15. SIGNATURE OF RECIPIENT

SIGNATURE CERTIFIES AUTHORITY TO RELEASE THE ABOVE TO RECIPIENT

16. CHAIN OF CUSTODY (FOR USE AFTER INITIAL TRANSFER)

DATE AND TIME	RELEASED BY	RECEIVED BY	ACTIVITY
	NAME	NAME	
	ORGANIZATION	ORGANIZATION	
	SIGNATURE	SIGNATURE	

17. FOR ADDITIONAL SUBITEMS				
ITEM NUM	(SERIAL NUMBER)	[CUSTODIAN FOR MULTI]	IMG METHOD	INITIAL DESTINATION SERIAL
SIZE (GB)	(TYPE, MODEL, DESCRIPTION, MARKS, ETC.)	[FILENAME]	IMG SIZE (GB)	5 CHAR OF MD5 / SHA1
				/
ITEM NUM	(SERIAL NUMBER)	[CUSTODIAN FOR MULTI]	IMG METHOD	INITIAL DESTINATION SERIAL
SIZE (GB)	(TYPE, MODEL, DESCRIPTION, MARKS, ETC.)	[FILENAME]	IMG SIZE (GB)	5 CHAR OF MD5 / SHA1
				/
ITEM NUM	(SERIAL NUMBER)	[CUSTODIAN FOR MULTI]	IMG METHOD	INITIAL DESTINATION SERIAL
SIZE (GB)	(TYPE, MODEL, DESCRIPTION, MARKS, ETC.)	[FILENAME]	IMG SIZE (GB)	5 CHAR OF MD5 / SHA1
				/

18. FOR ADDITIONAL TRANSFERS			
DATE AND TIME	RELEASED BY	RECEIVED BY	ACTIVITY
	NAME	NAME	
	ORGANIZATION	ORGANIZATION	
	SIGNATURE	SIGNATURE	
	NAME	NAME	
	ORGANIZATION	ORGANIZATION	
	SIGNATURE	SIGNATURE	