



## Chain of Custody process and procedures

Spring 2008

*TechLaw Solutions*

*Not for unauthorized distribution*

## Chain of Custody

Whether dealing with electronic or hard copy information, TechLaw Solutions has a detailed tracking process to ensure the integrity of the data is maintained and the Chain of Custody will not be compromised. Upon receipt from the client, all data is logged into our tracking system and a Chain of Custody form is completed for each parcel of data received. All relevant details pertaining to the specific data and delivered media is captured and stored in the tracking system. This information, as well as other shipment specific details, is also entered into TechLaw Solutions' tracking logs.

### Tracked Information

When receiving media from and in turn returning media to a client, TechLaw Solutions will start the process by initiating client contact to communicate and confirm delivery. The media is then photographed including the original packaging. A log entry is created and data in the checklist below is updated. Data can then be properly processed according to specific project guidelines. Communication is initiated with the client to acknowledge the completion status of processed media. Media is then returned to the client as appropriate. Returned media can optionally be sent via 'White Glove' door to door delivery service if such service is required or requested.

When source media is received from a client the following data is tracked and logged.

- ✓ Photographs of source media and original packaging.
- ✓ Client name/contact person(s)
- ✓ Project name/matter number
- ✓ Client identifier (client media id # or label)
- ✓ Media and package contents
- ✓ Date received
- ✓ Media type
- ✓ Shipping information including tracking number
- ✓ Storage destination for media source (evidence cabinet)



Spoliation

To further protect any electronic source media a backup image is created. Backing up the source media allows TechLaw Solutions staff to work with the data without damaging the original source media. Should any mishap occur the source data remains in tact and there

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processed from  
an original  
media source**

is an available method to restore an ‘unspoiled’ media source. If the media is a CD or DVD then the contents can be ‘file copied’ to the working hard drive and the original media is stored as the backup. If the source media is a hard drive then a hard drive bit image backup will be created and stored to the archive hard drive. Additionally, data is never processed from an original media source.

The working drive is a staging area that allows you to organize the source media to be loaded into workflow services. By organizing this data on a separate hard drive you are ensured that the original source data is in no way changed or altered.

TechLaw Solutions is well versed and experienced in the needs of complex projects involving large amounts of data. Our philosophy of providing the right tools for the job is a core element to our practice of unequalled client satisfaction. We have many measures in place to manage and protect your data from undue or negative circumstances. As specific situations arise and new requirements are dictated by your clients we are also prepared to discuss these needs with you and map out a plan to ensure any such guidelines are adhered to.



## TechLaw Solutions Chain of Custody Record

FROM (Name, Organization, & Address):			TO (Name, Organization, & Address):		
PROJECT/MATTER NUMBER:	BOX	OF			
PROJECT NAME:			CLIENT PROJECT MANAGER(S):		
Item Number	Description				
Shippers Remarks:			Receiver Remarks:		
Relinquished by: (signature)	Date	Time	Received by: (signature)	Date	Time
Relinquished by: (signature)	Date	Time	Received by: (signature)	Date	Time

Check One:      Courier\_\_\_ FedEx\_\_\_ UPS\_\_\_ White Glove\_\_\_ U.S. Mail\_\_\_      Shipping Receipt No. \_\_\_\_\_

Shipping Instructions: One Record per Media/Box. Original accompanies shipment, copy to project file.

Receiving Instructions: Sign original record and return to sender.

Record No. \_\_\_\_\_

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