

Field Forms

FORM A0 · SCENE & EVIDENCE INVENTORY

EVIDENCE FIRST · VOL. 1 · COMPUTER · REV. 1.0

CASE / INVESTIGATION ID

SCENE / LOCATION ID

RECORDED BY — NAME / ID / TITLE / UNIT

RECORD CREATED — DATE / TIME / ZONE

SCENE BASELINE

AUTHORITY / SCOPE / STOP OR ESCALATION LIMITS

DISCOVERY / OBSERVATION DATE / TIME / ZONE

PHYSICAL LOCATION / ORIENTATION / ACCESS CONTEXT

SCENE PHOTO / VIDEO / SKETCH REFERENCE(S)

WIDER-SCENE CONDITIONS / SAFETY / PEOPLE PRESENT / ACTIVE ACTIVITY

ITEM INVENTORY — ASSIGN ONE UNIQUE ITEM ID PER ROW

ITEM ID	ITEM / MAKE / MODEL / SERIAL / ASSET ID	LOCATION + POWER / DISPLAY / SESSION STATE	CONNECTIONS / MEDIA / DAMAGE + PHOTO REF.

VISIBLE APPS / FILES / WARNINGS / NETWORK-SYNC INDICATORS / SYSTEM-CLOCK DIFFERENCE

FIRST SUBSEQUENT INTERACTION / HANDLING ACTION + REASON / RELATED CARD / A3 REF.

ATTACHED CONTINUATION / A1 / A2 / A3 / A4 / SECURE-RECORD REF.

RECORDER SIGNATURE / TRACEABLE IDENTIFIER

FORM A1 · ACQUISITION RECORD

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CASE / INVESTIGATION ID

EVIDENCE / ITEM ID

RECORDED BY — NAME / ID / TITLE / UNIT

RECORD CREATED — DATE / TIME / ZONE

SOURCE IDENTIFICATION

MAKE / MANUFACTURER

MODEL

SERIAL / UNIQUE ID

ASSET / PROPERTY ID

SOURCE LOCATION WHEN DISCOVERED

PHOTO / SCENE REFERENCE(S)

USER / CUSTODIAN / PERSON(S) WITH ACCESS

ACCESS / KEY MATERIAL REF. — NO SECRET

INITIAL STATE — POWER / DISPLAY / SESSION · CONNECTIONS / ATTACHED MEDIA · DAMAGE / MARKINGS

ACTION / ACQUISITION DETAILS

- ☐ Acquisition ☐ Significant live action ☐ Other: _____
☐ Local ☐ Remote ☐ Physical / bitstream ☐ Logical ☐ Other: _____
☐ Full / comprehensive ☐ Targeted / focused ☐ Scope set by authority / protocol

SOURCE DEVICE / VOLUME / PATH / IDENTIFIER

DESTINATION MEDIA / PATH / STORAGE LOCATION

OUTPUT / CONTAINER FORMAT + DATASET IDENTIFIER

DESTINATION MAKE / MODEL / SERIAL (IF MEDIA)

DESTINATION CAPACITY / FREE SPACE AT START

TOOL / SOFTWARE / VERSION

INTERFACE / ADAPTER / WRITE-PROTECTION

COMMAND / PARAMETERS / PROCEDURE REF.

AUTHORITY / SCOPE / RELATED CARD / METHOD / VALIDATION REFERENCE

START DATE / TIME

END DATE / TIME

ZONE / OFFSET · SYSTEM
CLOCK / REF. DIFF.

FORM A1 · ACQUISITION RECORD

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CASE / INVESTIGATION ID

EVIDENCE / ITEM ID

INTEGRITY / VERIFICATION

HASH TYPE	ALGORITHM	VALUE
Source / stream		
if comparable		
Acquired output		
HASH CALCULATED / VERIFIED BY — NAME / ID · DATE / TIME / ZONE		
VERIFICATION RESULT ☐ Match ☐ Mismatch ☐ Not directly comparable ☐ Not performed / N/A		

OUTPUT / LOGS / REPORTS

OUTPUT FILE / CONTAINER / DATASET ID OR PATH	OUTPUT SIZE / FILE COUNT (IF APPLICABLE)
ACQUISITION LOG / REPORT REFERENCE	SCREENSHOT / PHOTO / OTHER RECORD REFERENCE

ERRORS / DEVIATIONS / DATA NOT ACQUIRED

Include read errors, failed steps, omissions, unavailable locations, scope exclusions, interruptions, and unresolved verification differences.

KNOWN FOOTPRINT / STATE CHANGES

Record commands/actions, authentication, mounts/unmounts, network/session changes, tool-created files, timestamps/meta-data changes, or other known effects.

FINAL STATUS / PRESERVATION ROLE

- ☐ Complete and verified ☐ Complete with exceptions ☐ Partial ☐ Failed / unusable
☐ Authoritative preserved acquisition ☐ Working copy created ☐ Further acquisition required

AUTHORITATIVE STORAGE LOCATION / CONTAINER ID

CONTINUATION / ACTION LOG (A4) / DECISION RECORD (A3) / OTHER RECORD REF.

OPERATOR SIGNATURE / IDENTIFIER COMPLETED DATE / TIME / ZONE

Preserve native tool logs/reports. Hash comparison validates the acquired data; it does not by itself prove acquisition completeness.

FORM A2 · EVIDENCE HANDOFF RECORD

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CASE / INVESTIGATION ID

EVIDENCE / ITEM ID

RECORDED BY — NAME / ID / TITLE / UNIT

RECORD CREATED — DATE / TIME / ZONE

ITEM / DIGITAL CONTAINER DESCRIPTION

PACKAGE / SEAL / CONTAINER ID

INITIAL CONDITION / PACKAGING / SEAL / DAMAGE / ACCESSORIES OR COMPONENTS

AUTHORITATIVE STORAGE / ORIGIN LOCATION

INTEGRITY BASELINE REFERENCE (IF DIGITAL)

TRANSFER 1RELEASE DATE / TIME
/ ZONE

FROM — NAME / ID / UNIT

RELEASE SIGNATURE / TRACEABLE
IDRECEIPT DATE / TIME
/ ZONE

TO — NAME / ID / UNIT / FACILITY

RECEIPT SIGNATURE / TRACEABLE
ID

PURPOSE / DESTINATION / AUTHORITY REF.

CONDITION / SEAL / INTEGRITY CHECK · CHANGE / EXCEPTION + REASON

TRANSFER 2RELEASE DATE / TIME
/ ZONE

FROM — NAME / ID / UNIT

RELEASE SIGNATURE / TRACEABLE
IDRECEIPT DATE / TIME
/ ZONE

TO — NAME / ID / UNIT / FACILITY

RECEIPT SIGNATURE / TRACEABLE
ID

PURPOSE / DESTINATION / AUTHORITY REF.

CONDITION / SEAL / INTEGRITY CHECK · CHANGE / EXCEPTION + REASON

CURRENT STORAGE / CUSTODY STATUS

CURRENT HOLDER / FACILITY

LOCATION

CONDITION / SEAL / DIGITAL INTEGRITY STATUS

SUPPORTING ACTION LOG (A4) / ACQUISITION RECORD (A1) / OTHER RECORD REF.

Added transfer: new A2, same item ID. Organizational custody forms, policy, and law prevail; cross-reference this record.

A2 · 1/1

FORM A3 · DECISION & ACTION RECORD

EVIDENCE FIRST · VOL. 1 · COMPUTER · REV. 1.0

CASE / INVESTIGATION ID

EVIDENCE / ITEM / SYSTEM ID

RECORDED BY — NAME / ID / TITLE / UNIT

RECORD CREATED — DATE / TIME / ZONE

AUTHORITY / SCOPE / LIMITS / STOP OR ESCALATION CONDITION

SITUATION / OBSERVED STATE

Material facts observable before the decision or action changed the state.

UNKNOWNNS / ASSUMPTIONS / INFORMATION
GAPS

DECISION POINT — CONCRETE CHOICE

OPTIONS CONSIDERED

OPTION / PATH

GAIN / LOSS / FOOTPRINT-RISK / REVERSIBILITY

SELECT /
REJECT + WHY

DECISION + STATE-DEPENDENT RATIONALE

DECIDED BY — NAME / ID / SIGNATURE

DECISION — DATE / TIME / ZONE

ACTION TAKEN

ACTION PERFORMED BY — NAME / ID / SIGNATURE

ACTION — START / END / ZONE

RELATED CARD(S) / A0 / A1 / A2 / A4 / LOG / REPORT / SUPPORTING RECORD REF.

RESULT / NEW STATE / ACTUAL CONSEQUENCE / FOLLOW-UP OWNER + DUE

A3 records why a material choice was made and separates the decider from the operator when those roles differ. A1 records technical detail; A4 records chronology.

FORM A4 · CONTINUATION & ACTION LOG

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CASE / INVESTIGATION ID

EVIDENCE / ITEM / SYSTEM ID

RECORDED BY — NAME / ID / TITLE / UNIT

PAGE _____ OF _____

PURPOSE / RELATED CARD / A0 / A1 / A2 / A3 / LOG OR REPORT REF. _____

DATE / TIME / ZONE	OPERATOR / ID	ACTION / COMMAND / OBSERVATION	RESULT / KNOWN FOOTPRINT / ERROR	OUTPUT / REF.

RECORDER SIGNATURE / TRACEABLE IDENTIFIER

RECORD CLOSED — DATE / TIME / ZONE

Record entries contemporaneously and continue on another A4 when needed. Preserve native logs separately and cross-reference them. No passwords, PINs, or recovery keys; no tokens.

A4 · CONT.