

Preservation Summary (Template)

Document ID: D365-PSUM-001 **Version:** 1.0 **Date:** 2026-02-02

Matter / Reference: [Insert]

1. Engagement Scope (Summary)

[Brief scope summary — what was requested and authorized. Avoid legal conclusions.]

2. Evidence Items

Item / Identifier	Media / Source	Condition / Notes	Acquisition Performed	Outputs / Artifacts
[Item 1]	[e.g., phone / drive / export]	[High]-level condition only	[Yes/No/N/A]	[e.g., export set, image, hashes, logs]

3. Handling & Traceability (High Level)

- Chain-of-custody initiated and maintained for all physical items handled
- Transfer points documented (date/time, parties, method)
- Contemporaneous notes maintained for handling decisions

4. Integrity Verification (If Applicable)

Complete if imaging/acquisition occurred.

- Hash generation recorded: [Algorithm(s)]
- Hash verification performed: [Yes/No] — [When/Where]
- Write-blocked handling (if applicable): [Yes/No] — [Notes]

5. Deliverables

[List deliverables provided — exports/images, verification records, chain-of-custody records, transfer receipts.]

Appendix A (Conditional): Methodology Reference

Include this appendix only when acquisition or imaging was performed.

Methodology Reference Acquisition and preservation activities, where performed, were conducted using documented, case-specific procedures appropriate to the media type, condition, and engagement constraints. Data365 Evidence maintains internal methodology documentation describing general acquisition and preservation practices. This documentation is not attached to this record and is maintained separately as an internal technical reference. It may be provided upon request when appropriate.

Prepared by: Data365 Evidence

Confidential – Work Product / Internal Handling Record (as applicable). Not legal advice.