Preservation Summary (Fillable Template)

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Matter / Reference:

1. Engagement Scope (Summary)

2. Evidence Items

Item / Identifier	Media / Source	Condition / Notes	Acquisition Performed?	Outputs / Artifacts

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)

Hash generation recorded (algorithm(s)):

Hash verification performed   When/Where:

Write-blocked handling (if applicable)   Notes:

5. Deliverables

Prepared by: Data365 Evidence

Appendix A (Conditional): Methodology Reference   Included