

Chain-of-Custody Field Guide (Digital Evidence)

- Item ID / label: unique identifier used consistently across records.
- Source description: device/account/system and context.
- Receipt event: date/time received, by whom, and method.
- Handling actions: what was done, by whom, and when (scope-limited).
- Transfers: to/from parties, dates/times, and method used.
- Integrity checks: hash values and verification notes where applicable.
- Delivery record: what was delivered and confirmation of receipt.