

IC Chain of Custody Form

Purpose:

- To provide supplemental tracking method for handling evidence associated with VBI's or physical materials that warrant tracking.
- Serve to track chain of custody for materials in the IC Evidence Cage that are stored, accessed, or removed for disposal.
- Serve as key control for IC Evidence Cage.

Procedure:

1. Compliance Section Leader or delegate decides if physical property warrants documented tracking.
2. Initiate this Form when needed to track physical property: List item(s) on Form.
3. Update this Form as items listed are accessed.
4. Store Form in "VBI Destruction Record" (red binder), located in CVB File Room #2006, Powerfile #5, Shelf #6.

Key Control: IC Evidence Cage

- Key is located in **NCAH Security Command Center**. Call **x1738** or **x7139** to arrange Check-out and Check-in.
- LINC PASS card reader data may be used to demonstrate intention to access Evidence Cage. No need for 2nd signature.
- Key is not to leave building. Return key to Command Center prior to leaving work.
- Date and Initial entries.

Key Check-out	Key Check-In		Key Check-out	Key Check-In
Print name next to first entry to match to initials.				

Item(s) Control: IC Evidence Cage

Describe item(s) adequately to identify them or link them to a VBI entry or electronic entry (e.g., Mail Log) for more detail.

<u>Describe or Name item(s).</u> (may itemize in narrative)	
<u>VBI number</u>	<u>Mail Log #'s or other links</u>

Narrative: The section allows space for basic narrative on **date accessed, who accessed, why accessed** or additional information. **Date and Initial AFTER entries. NOTE STORAGE LOCATION HERE, if other than IC Evidence Cage.**
