

Evidence Documentation

1. Document Details

Document Title	Evidence Documentation - Sample
Prepared By	Jane Doe
Date	2024-06-20
Related Case/Reference	Internal Audit 2024-034
Location	Main Office, 3rd Floor

2. Evidence Information

ID	Description	Date Collected	Collected By	Storage Location
EV-001	Signed contract document	2024-06-19	Jane Doe	Records Cabinet A
EV-002	Photograph of installation	2024-06-19	John Smith	Digital Repository

3. Evidence Description

EV-001: Signed contract document	
Date/Time	2024-06-19, 14:05
Details	Original hardcopy of signed contract between ABC Corp and XYZ Ltd. Includes all pages with authorized signatures and company seals. No visible alterations or damage detected.
Photographic Evidence	See attached images in digital repository, file name: Contract_ABC_XYZ_20240619.jpg
Chain of Custody	Collected by Jane Doe. Handed over to John Smith for scanning. Returned to secure cabinet on 2024-06-19 at 15:00.

EV-002: Photograph of installation	
Date/Time	2024-06-19, 16:10
Details	High-resolution photo of completed equipment installation in the server room. Captures equipment serial numbers and configuration details.
Photographic Evidence	Image stored in Digital Repository, file name: InstallPhoto_ServerRoom_20240619.jpg
Chain of Custody	Photo taken by John Smith. Uploaded directly to secured digital repository on 2024-06-19 at 16:30.

4. Sign-off

Name	Role	Date	Signature
Jane Doe	Preparer	2024-06-20	_____

John Smith	Reviewer	2024-06-20	_____
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Important Notes

- All evidence must be accurately described and documented.
- Maintain a clear and traceable chain of custody for each item.
- Secure storage of both physical and digital evidence is essential.
- Sign-off by both preparer and reviewer helps ensure integrity.
- Attach supporting files or images where applicable and reference their storage location.
- Update documentation immediately if evidence status changes.