

Evidence Log and Documentation Sheet

Date:

Location:

Case Number / Reference:

Logged by (Name/Title):

Evidence Log

No.	Item Description	Collection Method	Date/Time Collected	Collected By	Location Found	Chain of Custody (Signatures/Initials, Date, Time)	Remarks
1	Example: USB flash drive (black, 32GB)	Bagged & Labeled	____ / ____ / ____ ____ : ____		Desk drawer 2		
2							
3							

Photographic Documentation

Photo No.	Description	Date/Time	Photographer	Remarks
1	Example: Overview of the scene	____ / ____ / ____ ____ : ____		
2				

Additional Notes/Observations

Important Notes

- Ensure all entries are clear, complete, and legible.
- Record every transfer or handling of evidence in the Chain of Custody section.
- Do not leave blank fields; mark as N/A if not applicable.
- Proper documentation is essential to maintain evidence integrity and admissibility.
- Store this document securely and restrict access to authorized personnel only.