SENTINEL SAFEGUARD LLC

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EVIDENCE CHAIN OF CUSTODY

ONE FORM PER EVIDENCE ITEM. *A single unsigned transfer breaks the chain of custody for the entire item. Handle every item as if it will be presented in court — because it may be. If a field does not apply, write "N/A." Never leave a transfer row unsigned.*

_____

Form ID — unique identifier, format COC-YYYY-####, e.g. COC-2026-0014. One form per evidence item.

SECTION A — CASE INFORMATION

Field	Entry
Case / engagement ID	_____ *Sentinel case or engagement reference*
Client name	_____ *Client's full legal name*
Matter description	_____ *Brief description — e.g. "Ransomware IR, workstation WK-014"*
Classification	_____ *Handling — e.g. "Confidential — Legal Hold"*
Date opened	_____ *Date case opened — MM/DD/YYYY*

SECTION B — EVIDENCE ITEM IDENTIFICATION

Field	Entry
Evidence item ID	_____ *Unique item ID — e.g. CASE-001-DISK-01*
Item description	_____ *What it is — e.g. "1TB NVMe SSD", "Memory capture"*

Field	Entry
Make / model / serial number	_____ *Exactly as labeled on the item*
Source host / system	_____ *Hostname, IP, or asset tag of the source system*
Source path (digital items)	_____ *File/partition path; N/A if not applicable*
Condition at collection	_____ *Intact, damaged, encrypted, powered on — describe*

SECTION C — COLLECTION

Field	Entry
Date and time of collection	_____ *MM/DD/YYYY HH:MM plus timezone*
Location of collection	_____ *Address, room, or site*
Collected by (print name and role)	_____ *Full name and role of the collector*
Collector signature	_____ *Sign in ink*
Witness (print name and role)	_____ *Full name and role; N/A if none*
Witness signature	_____ *Sign in ink; N/A if none*
Acquisition method	_____ *Forensic image, logical copy, live capture, physical seizure*

Field	Entry
Write blocker used	_____ *Make, model, serial; N/A if not applicable*
Acquisition tool and version	_____ *Exact tool and version — e.g. "FTK Imager 4.7"*
Command executed	_____ *Exact command; N/A if not applicable*

SECTION D — INTEGRITY HASHES

Record hashes at collection. Re-verify at every transfer. **A hash mismatch means the item may have been altered — stop immediately and document the discrepancy.**

Algorithm	Hash value
SHA-256 (primary)	_____ *Full 64-character hash at collection*
MD5 (secondary)	_____ *Full 32-character hash at collection*
Hash verified by	_____ *Print name of verifier*
Verification date/time	_____ *MM/DD/YYYY HH:MM plus timezone*

SECTION E — STORAGE

Field	Entry
Storage location	_____ *Be specific — safe, evidence locker, encrypted drive*
Storage conditions	_____ *Sealed bag #, encryption, access controls — describe*

Field	Entry
Date placed in storage	_____ *MM/DD/YYYY HH:MM plus timezone*

SECTION F — TRANSFER LOG

Every handoff gets a row. No exceptions. **Both parties sign each row.**

Date / Time (TZ)	Released by (print + sign)	Received by (print + sign)	Reason / purpose	Hash re-verified

Each row: date/time of handoff with timezone; releasing party prints name and signs; receiving party prints name and signs; reason for transfer; SHA-256 re-verified (Y/N) with verifier's initials.

SECTION G — ACCESS LOG

Every access for analysis gets a row.

Date / Time (TZ)	Accessed by	Purpose of access

Each row: date/time accessed; name of person accessing; purpose (e.g., forensic imaging, analysis).

SECTION H — FINAL DISPOSITION

Field	Entry
Disposition	_____ *Circle one: RETURNED TO CLIENT / DESTROYED / ARCHIVED*
Date of disposition	_____ *MM/DD/YYYY*
Method (if destroyed)	_____ *E.g. "NIST SP 800-88 Purge"; N/A if not destroyed*
Authorized by (print + sign)	_____ *Print name and sign*
Witness (print + sign)	_____ *Print name and sign*

CUSTODIAN ATTESTATION

I attest that the information recorded in this form is true and accurate to the best of my knowledge, that the evidence item described herein was collected, stored, transferred, and disposed of as documented above, and that the chain of custody has been maintained without break.

_____

Printed name — full legal name of the person attesting, the custodian of record.

_____

Signature — sign in ink.

_____

Title / role — e.g. "Forensic Analyst, Sentinel Safeguard LLC."

_____

Date — MM/DD/YYYY.

SECTION I — NOTES

_____

Notes — any additional notes, anomalies, or explanations; write "None" if there are none.

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