

Packaging, Transporting, and Storing Electronic Evidence Template

Note: Prior to starting the preparation to handle cloud security incident, Section 1 and Section 2 must be filled with required information.

Section 1: Details of the Organization

Organization Name:	
Contact Number:	
Website:	
Address:	
Additional Contact Information:	

Section 2: Details of the Incident Responder

Date Report Received:		Date Report Processing Began:	
Name:		Report Number:	
Title:		Department:	
Email Address:			
Phone Number and, If Applicable, Extension:			

Section 3: Details of the Identified Evidence

Date	Incident Responder	Evidence

Section 4: Checklist for Packaging, Transporting, and Storing Electronic Evidence	
Actions	Completed
Pack all the available physical evidence equipment with its components	<input type="checkbox"/>
Ensure to label all the devices and their components and create a list	<input type="checkbox"/>
Avoid turning the computer upside down or putting it on its side during transportation	<input type="checkbox"/>
Keep the electronic evidence collected from the crime scene away from magnetic sources such as radio transmitters, speaker magnets, and heated seats	<input type="checkbox"/>
Store the evidence in a safe area, away from extreme heat, cold, or moisture	<input type="checkbox"/>
Avoid storing electronic evidence in vehicles for a long period of time	<input type="checkbox"/>
Maintain proper chain of custody of the transported evidence	<input type="checkbox"/>
Take special precautions while storing wireless and portable devices, such as laptops, mobiles, PDAs, etc.	<input type="checkbox"/>
Ensure that these devices do not connect to the networks by storing them in signal blocking containers	<input type="checkbox"/>
Ensure the electronic evidence is listed in accordance with departmental policies	<input type="checkbox"/>
Store the electronic evidence in a secure and weather-controlled environment	<input type="checkbox"/>
Protect the electronic evidence from magnetic fields, dust, vibrations, and other factors that may damage its integrity	<input type="checkbox"/>