**Superfake Inc - IT Department  
EVIDENCE CHAIN OF CUSTODY TRACKING FORM**

**Case Number:** 3241

**Offense:** Suspected information theft – breech of internal policy

**Submitting Officer:** (Name/ID#) Kyle Reese

**Victim:** N/A

**Suspect:** Barry Allen

**Date/Time Seized:** 5th Oct 2023 @ 17:33

**Location of Seizure:** 123 fake Street, Dublin (Level 2, office 2-12)

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| **Description of Evidence** | | |
| **Item #** | **Quantity** | **Description of Item** (Model, Serial #, Condition, Marks, Scratches) |
| **1742-1** | 1 | TDK 16GB USB Flash Drive – TF10 USB 2.0 Flash Drive  Asset Tag:  Good condition, no external marks present.  Hardware Asset tag: 45378 |
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| **Chain of Custody** | | | | |
| **Item #** | **Date/Time** | **Released by** (Signature & ID#) | **Received by** (Signature & ID#) | **Comments/Location** |
| **2341-1** | 5/10/2023 18:03 | Kyle Reese  Head of Security | Cameron Phillips  Head of IT | Drive stored in the company safe in a secure storage container onsite. Lock code is in the company password register. |
| **2341-1** | 6/10/2023  09:02 | Cameron Phillips  Head of IT | Miles Dyson  Systems Manager | Drive released for imaging. |
| **2341-1** | 6/10/2023  10:12 | Miles Dyson  Systems Manager | Cameron Phillips  Head of IT | Drive stored in the company safe in a secure storage container onsite. |
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| **Final Disposal Authority** |
| **Authorization for Disposal**  Item(s) #: \_\_\_\_\_\_\_\_\_\_ on this document pertaining to (suspect): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is(are) no longer needed as evidence and is/are authorized for disposal by (check appropriate disposal method) ☐ Return to Owner ☐ Auction/Destroy/Divert  Name & ID# of Authorizing Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Witness to Destruction of Evidence**  Item(s) #: \_\_\_\_\_\_\_\_\_\_ on this document were destroyed by Evidence Custodian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID#:\_\_\_\_\_\_ in my presence on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  Name & ID# of Witness to destruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Release to Lawful Owner**  Item(s) #: \_\_\_\_\_\_\_\_\_\_ on this document was/were released by Evidence Custodian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID#:\_\_\_\_\_\_\_\_\_ to  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_ Telephone Number: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Under penalty of law, I certify that I am the lawful owner of the above item(s).  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copy of Company-issued photo identification is attached. ☐ Yes ☐ No |
| **This Evidence Chain-of-Custody form is to be retained as a permanent record by the Company IT Department.** |
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Appendix A:

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