

## **08-12-00 Chain of Custody**

### **PURPOSE**

The purpose of this policy is to establish the procedures, personnel, equipment, data and locations of files and equipment targeted for a litigation hold at the direction of the TBR Office of General Counsel.

### **POLICY**

In response to a request to retain data and/or equipment for a litigation hold, the attached form should be utilized to document the acquisition and transfer of data and/or equipment. Data and/or equipment acquired and retained may be needed as evidence for legal proceedings. Upon notice of a litigation hold, the following actions should be taken:

1. Account for all evidence requested by the TBR General Counsel's office using the attached Chain of Custody Tracking Form and updated any time the evidence is viewed, copied, re-located or removed from its storage location.
2. A detailed log of all evidence will include the following:
  - A. Identifying information (including location, serial number, model number, hostname, IP address) for the equipment.
  - B. Name, title and phone number of each individual who collected or handled the equipment.
  - C. Date and time for each occurrence of evidence.
  - D. Location where evidence was stored.
  - E. Disk images will be taken of the target system on media to which access is controlled and limited.
  - F. Actions/Procedures utilized to acquire/copy electronic documents/information.
3. Photographs of the area should be taken before equipment is moved and should show the location of the equipment in question.
4. When any equipment is impounded, it will be done in the presence of a member of the Safety and Security Division.
5. The representative of Safety and Security shall sign/initial the chain of custody document along with the technician.
6. The Chief Information Officer or designee will hold impounded equipment in the Evidence Locker located at the White Bridge Campus Security Office (Room E-14). If alternate storage is required in a particular case, it will be documented along with the reasons for the

alternate storage.

7. Impounded equipment/data/documents will be stored in a location with restricted access, at minimum behind a locked door.
8. If equipment cannot be taken out of service or physically moved, the Chief Information Officer or designee will consult the TBR General Counsel office to decide the best course of action.

**CHANGE LOG**

<b>Date</b>	<b>Change</b>	<b>By</b>
7/25/2018	New section created	PAK
3/15/2021	Formatted for new policy format	PAK
10/25/2023	Changed Director of Technology Services to Chief Information Officer or designee	BR
10/25/2023	Tracking form changed to reflect current requirements	BR

**Nashville State Community College EVIDENCE CHAIN OF CUSTODY TRACKING FORM**

Requested By:
Purpose:
Submitting Employee: (Name/ID#)
Subject:
Date/Time Seized:
Location of Seizure:

<b>Description of Evidence</b>		
Item #	Quantity	Description of Item (Model, Serial #, Condition, Marks, Scratches)

<b>Chain of Custody</b>
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Item #	Date/Time	Released by (Signature & ID#)	Received by (Signature & ID#)	Comments/Location

<b>Final Disposal Authority</b>	
<p>Authorization for Disposal</p> <p>Item(s) #: _____ on this document pertaining to (suspect): _____</p> <p>_____</p> <p>is(are) no longer needed as evidence and is/are authorized for disposal by (check appropriate disposal method)</p> <p><input type="checkbox"/> Return to Owner                      <input type="checkbox"/> Auction/Destroy/Divert</p> <p>Name &amp; ID# of Authorizing Officer: _____</p> <p>Signature: _____ Date: _____</p>	

*Approved by President's Cabinet 6/14/21; updated 12/11/23*