

WORKSHEET 4

EVIDENCE INVENTORY & TRACKING WORKSHEET

FALSE ACCUSATIONS RAPID RESPONSE™

Purpose:

This worksheet is designed to help you identify, organize, preserve, and track information that may become important later.

Proper organization reduces confusion, improves efficiency, and helps ensure important records are not overlooked.

Important Reminder:

Preserve information.

Organize information.

Document information.

Do not alter information.

Do not delete information.

Do not manipulate information.

CASE NAME:

DATE CREATED:

PREPARED BY:

MASTER EVIDENCE INVENTORY

Item # Evidence Type Date Obtained Source Storage Location Notes

001

002

003

004

005

006

007

008

009

010

COMMON EVIDENCE TYPES

☐ Text Messages

☐ Emails

☐ Photographs

☐ Videos

☐ Audio Recordings

☐ Voicemails

☐ Call Logs

☐ Calendar Records

☐ Social Media Communications

☐ Direct Messages

☐ Documents

☐ Receipts

☐ Screenshots

☐ Witness Statements

☐ Notes & Journals

☐ Other

EVIDENCE STORAGE LOCATIONS

Digital Folder Location:

Cloud Storage Location:

Physical Storage Location:

Backup Storage Location:

EVIDENCE REVIEW CHECKLIST

☐ Item identified

☐ Item preserved

☐ Date documented

☐ Source documented

☐ Storage location documented

☐ Backup created

☐ Inventory updated

☐ Timeline updated

CHAIN OF ORGANIZATION NOTES

Use this section to document important information regarding evidence collection, preservation, organization, or storage.

EVIDENCE MANAGEMENT PRINCIPLE

The objective is not to remember where information is located.

The objective is to know where information is located.

Organization creates clarity.

Clarity improves preparation.

Preparation strengthens readiness.

Maintain accurate records.

Preserve information carefully.

Update this worksheet regularly as new information becomes available.