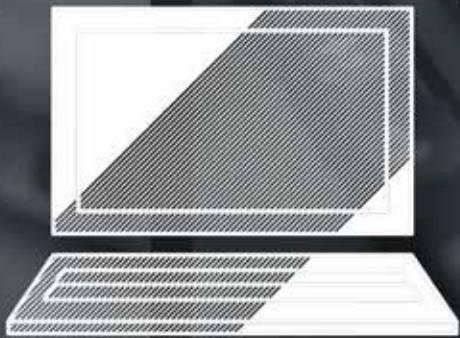


Data Transfer  
Instructions



# DATA TRANSFER INSTRUCTIONS

Whether digital evidence is transferred physically or electronically, Innovative Driven maintains best practices for defensible evidence handling. No matter the source

or condition of any received data, we require a chain of custody (CoC) to record the sequence of custody, control, transfer, analysis and disposition of physical and electronic evidence.

The following guide will provide step-by-step instructions about how to transfer both digital and physical evidence and how to properly complete the chain of custody to ensure defensibility.

## TABLE OF CONTENTS

Sharefile Transfer Instructions.....	2
Parcel Service Transfer Instructions.....	4
Chain of Custody Instructions.....	5
Case Information Section .....	5
Description of Evidence.....	5
Chain of Custody .....	5
Sample Chain of Custody .....	7



# DATA TRANSFER INSTRUCTIONS

## SHAREFILE/ELECTRONIC FILE TRANSFER INSTRUCTIONS

Innovative Driven offers Sharefile to our customers to transfer data. Sharefile encrypts data in transit and at rest to ensure the security and integrity of your data. Your Innovative Driven Project Manager will provide you with a custom link to upload your files as well as a chain of custody form to ensure defensibility.

Please complete the following steps to transfer data electronically:

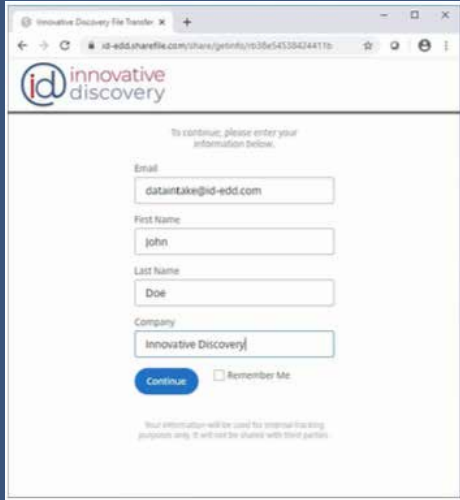
- Complete the chain of custody form
- Zip the files using encryption
- Follow the link provided by your project manager to upload files
- Select the files and begin uploading
- Email the following information to your project manager:
  - Completed chain of custody document
  - Password to encrypted zip(s)
  - Inventory of the files being uploaded including both file name and size
  - Estimated time the transfer will be complete
- Notify your project manager once the upload is complete
- Project manager will confirm receipt and verify contents

If you encounter any errors during the upload process, or if you have any questions, please contact your ID project manager immediately.



# DATA TRANSFER INSTRUCTIONS

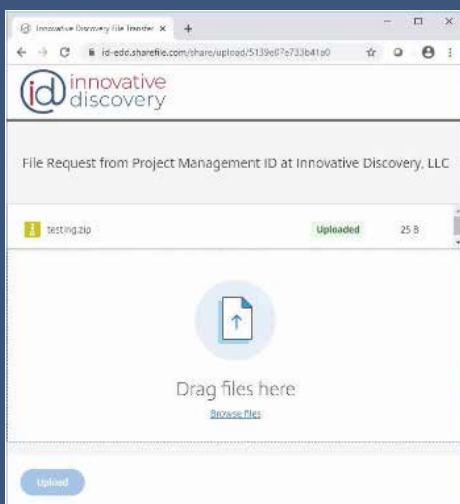
## SHAREFILE TRANSFER INSTRUCTIONS



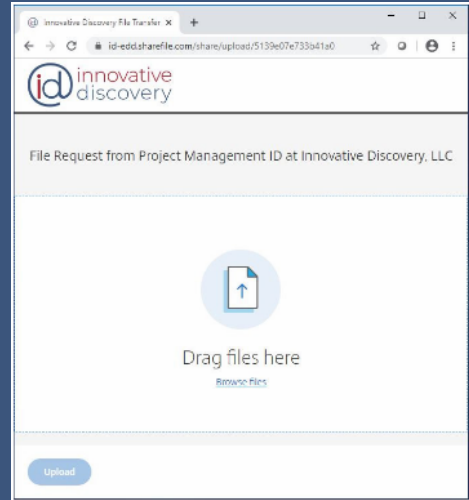
1. Follow the link and enter your email address, name and company.



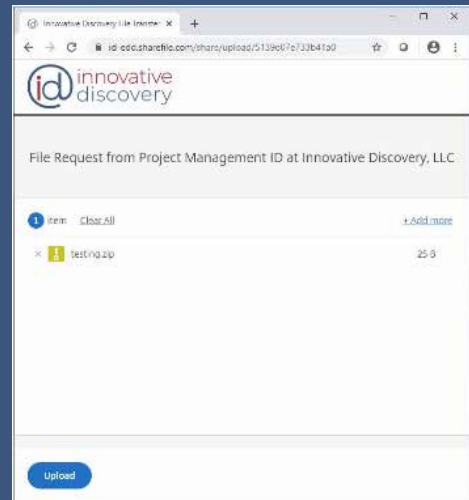
2. You can drag files to the upload area or browse for the files.



3. Or click on “Browse Files” to select the files to upload.



4. Once you have added the files you would like to send, click on the “Upload” button.



5. The upload will commence, and you will be provided with a progress bar.

# DATA TRANSFER INSTRUCTIONS

## PARCEL SERVICE TRANSFER INSTRUCTIONS

In order to maintain defensibility, Innovative Driven recommends using a parcel service like FedEx, UPS or any courier that maintains detailed tracking information. Your project manager will provide you with a chain of custody form to thoroughly log the transfer of evidence.

Please send evidence to the following address:

[Your Project Manager's Name]  
Data Intake @ Innovative Driven  
1700 N. Moore Street, Suite 1500  
Arlington, VA 22209  
(281) 761-1327

Complete the following steps:

- Complete chain of custody form
- Email the following information to your project manager and [dataintake@innovativedriven.com](mailto:dataintake@innovativedriven.com)
  - Copy of the completed chain of custody form
  - Passwords and decryption credentials (do not include them in the shipment)
  - Photos of the media with visible serial numbers and make/model information
  - Shipping date
- Place the completed chain of custody form in the package with the items being sent
- Ship items
- Your ID project manager will confirm once we have received and verified the items

If you have any questions, please contact your project manager.



# DATA TRANSFER INSTRUCTIONS

## CHAIN OF CUSTODY INSTRUCTIONS

- 1. Case information section:** all case information fields will be completed by your Innovative Driven project manager before you receive the form.
- 2. Description of evidence:** Each piece of evidence or group of similar pieces of evidence should be listed as individual line items. For instance, a laptop should be listed as one (1) line item and should include a description of accessories like power cords. Examples of similar pieces of evidence are CD's and DVD's, which can be logged as a single line item with multiple quantities.
  - a. Item:** a sequential number identifying the evidence
  - b. Quantity:** the number of items grouped together
  - c. Evidence number:** this is automatically generated by ID's evidence tracking system
  - d. Custodian:** the owner / keeper of the data or device
  - e. Description:** make / model / serial number of the evidence along with any identifying marks (i.e. cracked screen, scratched case, etc.)
  - f. Additional notes:** please provide additional notes if necessary, but do not include sensitive information like passwords or encryption keys. If that is required, they should be sent separately from the evidence. The notes section is good place to note when and how the additional information was sent. For instance, if evidence is uploaded to an FTPS server, include the server address and folder path of the evidence.
- 3. Chain of custody:** It's critical that every change of custody is logged appropriately. Every transfer of custody should be logged on a separate line and reference the items being transferred.
  - a. Item:** reference the item number(s) that are included in the custody transfer. You can have multiple item numbers listed as long as all items are transferred by the same people, they're in the same courier service package or they're being transferred together electronically.
  - b. Date / time:** include the date and time the transfer occurs. The date format is m/d/yyyy (example 3/27/2977), followed by a space, then the time in military format hh:mm (example 15:30).



# DATA TRANSFER INSTRUCTIONS

## CHAIN OF CUSTODY INSTRUCTIONS

### c. Released by / received by:

- i. **Person-to-person:** The person releasing the evidence will record their name, organization and signature. The person receiving the evidence will record their name, organization and signature in the received by column.
- ii. **Courier service:** the person releasing the evidence will record their name, organization and signature and will also be responsible for the 'received by' section. For example, if you're shipping evidence via FedEx, the name field would be populated with 'Courier Service', organization would be 'FedEx' and signature would be the parcel tracking number. On the receiving side, the person receiving the evidence via courier would verify and enter the name as 'Courier Service', the organization would be 'FedEx' and signature would be the parcel tracking number.
- iii. **Secure file transfer:** If the evidence was sent using Sharefile or FTPS, the person releasing the data should record their name followed by 'Sharefile' or 'FTPS', their organization and signature. The receiving party will record their name directly followed by 'Sharefile' or 'FTPS', organization and signature.

### d. Purpose: select one of purpose from the dropdown list

- i. **Remote kit:** returning a remote kit with an evidence drive to ID
- ii. **Forensic image:** transferring a forensic image to ID
- iii. **Original media to ID:** transferring custody of original media for forensic imaging
- iv. **Return original media to client:** transfer original media from ID to the client
- v. **Internal evidence transfer:** ID ONLY – transfer of evidence between departments
- vi. **Third party transfer:** transfer custody of data to a 3rd party

**e. Location:** record the location of where the evidence will be stored after the transfer of custody. Location should include the physical address as well as department and evidence bin number if available.



# DATA TRANSFER INSTRUCTIONS

## SAMPLE CHAIN OF CUSTODY



# Chain of Custody

Client Information

Description of Evidence

Case Number	Client	Project Name		
CM0001001	Bandini, Lambert & Locke	Wile v. Acme Corporation		
Item	Quantity	Evidence #	Custodian	Description (Make/Model/SN/Size)
1	1	EVD0001000	Dave Kelly	MacBook Air 2014 (Scratch on top) & Power Cord
2	3	EVD0001001	Dave Kelly	3 DVD's marked 'Archive 1', 'Archive 2' and 'Back of Corporate Mail Server'
Additional Information / Notes				
The laptop is password protected. The password was sent to forensics@id-edd.com				

Chain of Custody

Item	Date/Time	Released By		Received By		Purpose	Location
		Name	Organization	Name	Organization		
1 and 2	3/30/2020 18:00	Name	State Licensure	Name	Tom Keller	Org. Media in C	Acme Corp, 123 Acme Way, Anywhere, VA
		Organization	Acme Corp	Organization	Innovative Discovery		
		Signature		Signature			
		Name		Name		[Select Drop]	
		Organization		Organization			
		Signature		Signature			
		Name		Name		Internal Transfer	
		Organization		Organization			
		Signature		Signature			
		Name		Name		Internal Transfer	
		Organization		Organization			
		Signature		Signature			
		Name		Name		Internal Transfer	
		Organization		Organization			
		Signature		Signature			

