
Procedure for File Maintenance and Archiving

1.0 Purpose – To establish procedure for file room maintenance and file archiving performed by Evidence Control and Administrative Services.

2.0 Scope – This procedure applies to employees of ECU and employees performing duties related to Evidence Control.

3.0 Definitions

- **Administrative Document** – Document pertaining to a case other than the Request for Examination of Physical Evidence Form, Laboratory Report and Case Notes.
- **Archived** – Case files stored at State Archives as well as case files not initially examined in Forensic Advantage.
- **Case Record** – The body of work for one examination in a Case.
- **Info Share** – Current information management system utilized by the State Bureau of Investigation.
- **Crystal Reports** – System used to search case information for Laboratory cases submitted prior to 1999.
- **Forensic Advantage (FA)** – The Laboratory's electronic information management system. Used to complete casework since January 1, 2008. Additionally, used to access casework prior to January 1, 2008 as digital images of files are imported.
- **Laboratory Information Management System (LIMS)** – The Laboratory's information management system used for cases submitted between 1999 and December 31, 2007.
- **Object Repository** – The module within FA into which documents, data and other files are uploaded. FA is divided into Section, Case, and Case Record Repositories.

4.0 Procedure

4.1 File Room and File Access

4.1.1 Laboratory employees may access a copy of an original case file from FA.

4.1.2 Former Laboratory employees may request a copy of old case files as necessary for court appearances, etc. These requests shall be made through the Court Coordinator. Notification of the request shall be reviewed by Laboratory legal counsel.

4.1.3 File Room Color Codes

- Red – Forensic Biology
- Green – Trace Evidence
- Blue – Latent Evidence
- Yellow – Drug Chemistry
- Purple – Digital Evidence
- Orange – Firearm & Tool Mark
- Purple – ECU

4.2 Archived Files

4.2.1 Archived files involve cases stored at the State Records Center.

4.2.1.1 When Discovery Materials are requested involving an archived file, FA shall be queried to determine if there are any active submissions pertaining to the investigation. Information from active submissions shall be included with the Discovery Materials retrieved from the State Records Center.

4.2.1.2 The active case shall be cross-referenced to the archived case in both the Submissions Detail Comments screen and the Case Records Comments screen in FA by the Processing Assistant.

4.2.2 A Record Retrieval Form shall be completed indicating the Laboratory file number(s) to be pulled, the box number location and year where file can be found. Requests for archived files will be submitted via fax from ECU to the State Records Center.

4.2.3 The State Records Center will advise when the case file(s) are ready for collection. When retrieving the files at the State Records Center, a Record Retrieval Form shall accompany the files.

4.2.4 Requested archived Case Files may consist of report packages from several disciplines. The entire case file will be scanned into the Object Repository under the listed Laboratory case number. When the scan is complete, the Archived Case File shall be stored in the file room.

4.2.5 Once per month, the ECU Processing Assistant shall record information from Record Retrieval Forms into an Excel database for future reference and accountability.

5.0 References – N/A

6.0 Records

- Records Retrieval Form Excel Spreadsheet

7.0 Attachments

| Revision History | | |
|------------------|----------------|---|
| Effective Date | Version Number | Reason |
| 09/17/2012 | 1 | Original ISO Document |
| 11/15/2013 | 2 | Added issuing authority to header; removed references to SBI-5 |
| 09/05/2014 | 3 | Definitions - Request for Examination of Physical Evidence Form; Further defined FA; 3.0 - replaced CRMS with Info Share; 4.1.1 - deleted checking out original files; deleted 4.1.2 & 4.1.3; - deleted 4.1.5 - section file pulls; 4.2.4 - deleted archive file drawer; 4.2.5 - deleted returning files to State Record Center |
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