
Technical Procedure for the Physical Inspection of Digital Evidence

- 1.0 Purpose** - The purpose of this procedure is to identify the evidence received, inspect the evidence for any damage, document any damage, and protect the evidence from inadvertent alteration or erasure.
- 2.0 Scope** - This procedure describes the steps to be taken by personnel of the Digital Evidence Section in performing a physical inspection of evidence media received for analysis.
- 3.0 Definitions**
- **Write Protection** – A method by which media content is shielded from modification using hardware or software tools.
- 4.0 Equipment, Materials and Reagents**
- Permanent marker
- 5.0 Procedure**
- 5.1** Label the evidence using permanent marker in accordance with the Laboratory Procedure for Evidence Management. Avoid placing identifying marks on removable labels present on the evidence.
- 5.2** Inspect the evidence for physical damage. All damage must be documented in the analyst's case notes.
- 5.3** Information specific to the evidence (e.g., type/size of media, manufacturer, labels, and status of any write protection feature) must be documented in case notes.
- 5.4** If a write protection feature is available and was not enabled prior to submission, it must be enabled prior to analysis.
- 5.5** If no native write protection feature exists, use approved write protection methods prior to conducting analysis.
- 5.6 Standards and Controls** - N/A
- 5.7 Calibrations** – N/A
- 5.8 Maintenance** – N/A
- 5.9 Sampling** - N/A
- 5.10 Calculations** - N/A
- 5.11 Uncertainty of Measurement** – N/A

6.0 Limitations

- 6.1** Failure to identify and correct physical damage before analysis may further damage the evidence or forensic equipment.
- 6.2** Failure to enable or use write protection methods may allow the evidence to be altered or erased inadvertently.

7.0 Safety - N/A

8.0 References

- Laboratory Procedure for Evidence Management
- Scientific Working Group on Digital Evidence, *SWGDE Model Standard Operation Procedures for Computer Forensics*, 2012, Version 3.0.
- Scientific Working Group on Digital Evidence, *SWGDE Digital & Multimedia Evidence Glossary*, 2016, Version 3.0.

9.0 Records - N/A

10.0 Attachments - N/A

Revision History		
Effective Date	Version Number	Reason
09/22/2017	1	Original Document