**Name of Organization**

**Incident Response**

**Chain of Custody Form**

December 2021

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Number | Revision Date | Summary of Changes Made | Changed By |
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Instructions

This Incident Response Chain of Custody document serves to collate all security incident-related activities – with focus on evidence gathered during any investigation. This document should be updated throughout the Incident Response activities. Furthermore, each Cybersecurity Incident Response Team (CIRT) member must maintain a log of response team activities, findings, and interactions in support of the Information Security Incident Response.

Incident Response Chain of Custody

|  |  |
| --- | --- |
| Incident Title: |  |
| Incident Opened Date: |  |
| Incident Response Commander: |  |
| Incident Description:  |  |

**Movement Log**

|  |  |  |  |
| --- | --- | --- | --- |
| **Case Number:** |  | **Case Name:** |  |
|  |
| **Date:** |  | **Time:** |  |
| **Released By:** | (Name) | (Signature) |
| **Received By:** | (Name) | (Signature) |
| **Purpose of Change of Custody** |
|  |
|  |
| **Date:** |  | **Time:** |  |
| **Released By:** | (Name) | (Signature) |
| **Received By:** | (Name) | (Signature) |
| **Purpose of Change of Custody** |
|  |
|  |
| **Date:** |  | **Time:** |  |
| **Released By:** | (Name) | (Signature) |  |
| **Received By:** | (Name) | (Signature) |  |
| **Purpose of Change of Custody** |
|  |
|  |
| **Page** |  | **OF** |  |  |

**Property Receipt**

1. **Description of Items**

|  |  |
| --- | --- |
| **Description** | **Seal Number** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Statement of Receipt**

I acknowledge receipt on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_that the above items were received from

 \_ on \_

**Delivery Signatures**

|  |  |  |
| --- | --- | --- |
| **Person Receiving Item** |  | **Person Releasing Items** |
| Signed: |  | Signed: |  |
| Print Name: |  | Print Name: |  |
| Company: |  | Company: |  |
| Position: |  | Position: |  |
| Date: |  | Date: |  |
| Time: |  | Time: |  |