

# TSpD-F314: Metadata Integrity Checklist

## Evidence Capture & Chain-of-Custody Forms

Verify timestamps, device settings, file metadata, edit history, and preservation steps.

CASE / INVESTIGATION INFORMATION

Case ID	Case Name / Location
<input type="text"/>	<input type="text"/>
Date	Area / Zone
<input type="text"/>	<input type="text"/>
Investigator / Prepared By	Case Question
<input type="text"/>	<input type="text"/>

PRIMARY RECORD

Evidence ID / file name	Capture source / device
<input type="text"/>	<input type="text"/>
Observed content	Review outcome / caveats
<input type="text"/>	<input type="text"/>

METHOD / INTEGRITY CHECKLIST

- ☐ Required information confirmed
- ☐ Safety/privacy issues checked
- ☐ Open items assigned
- ☐ Follow-up date recorded

LOG / DETAIL ENTRIES

Time / ID	Source / File	Observation	Status / Reviewer
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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NOTES / FOLLOW-UP

Additional notes, next steps, limitations, or report language

Completed by

Date completed