

TechLaw Solutions recognizes the key to maintaining a defensible chain of custody is implementation of well-documented procedures. Whether dealing with electronic or hard copy information, detailed tracking ensures data integrity and chain of custody are not compromised.

Upon receipt, all data is logged into the TechLaw Solutions tracking system and a chain of custody form is completed for each data parcel. All relevant details pertaining to the specific data and delivered media is captured and stored. This information, as well as acquisition details, is entered into TechLaw Solutions' electronic tracking logs.

Information Tracking

When media is received by, or returned from, TechLaw Solutions it is photographed (including any original packaging), logged, a backup of any scanned hard-copy material is created, and a data checklist is completed.

As source media is received, the following data is recorded:

- > Contact information
- > Project name/matter number
- > Client identifier (client media id # or label)
- > Date received
- > Shipping information, including tracking number
- > Media and package contents
- > Media type
- > Photographs of source media and original packaging
- > Storage location of media source (secure evidence storage area)

Only after these handling procedures are completed will data be processed according to specific project guidelines.

Spoliation

Before processing or extracting data, a backup image of the original source media is created. Maintaining an image of the original source media allows TechLaw Solutions to work with the verified copy and protect the original source media.

Data is *never* processed from an original media source without a backup copy. If the media is a CD or DVD, the contents are 'file copied' to a hard drive and the original media is stored as backup. If the source media is a hard drive, a bit image copy is created and stored as an archive before processing begins from the hard drive.

With more than 25 years of complex litigation experience, TechLaw Solutions is well versed in the demands of complex projects involving large amounts of data. Delivering the right solution for every project is a core element of our commitment to unequalled client satisfaction. As specific situations arise or new requirements dictate, we are prepared to develop a plan to ensure your needs are met. 

