**Name of Organization**

**Incident Response**

**Chain of Custody Form**

December 2021

**Revision History**

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

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: |  |