

EVIDENCE/PROPERTY CUSTODY DOCUMENT

DRAFT

Instructions:

Originator to complete sections 1-8. Forward completed form and evidence to the Security Office NNT-1. Security Office will safe keep all evidence/property until final determination is reached, except when cyber related.

1. BPA Case Number	2. Law Enforcement Case Number
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3. Receiving Organization	4. Type
	Evidence Found Property

5. Name, Grade, and Title from Whom Received

Owner Other

6. Location Evidence/Property Obtained	7. Name of Person Receiving Evidence	8. Date/Time Obtained
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9. Description of Articles (list one item per line)

Item Number	Quantity	Description (include model, serial number, condition, unusual marks or scratches)

10. Chain of Custody

Item Number	Date/Time	Released By	Received By	Purpose of Custody Change
		Signature	Signature	
		Name, Grade, Title	Name, Grade, Title	
		Signature	Signature	
		Name, Grade, Title	Name, Grade, Title	

U.S. DEPARTMENT OF ENERGY – BONNEVILLE POWER ADMINISTRATION (BPA)
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OMB Control
 Number: 1910-5188
 Expiration Date:
 XX/XX/XXXX

10. Chain of Custody (continued)

Item Number	Date/Time	Released By	Received By	Purpose of Custody Change
		Signature	Signature	
		Name, Grade, Title	Name, Grade, Title	
		Signature	Signature	
		Name, Grade, Title	Name, Grade, Title	
		Signature	Signature	
		Name, Grade, Title	Name, Grade, Title	
		Signature	Signature	
		Name, Grade, Title	Name, Grade, Title	
		Signature	Signature	
		Name, Grade, Title	Name, Grade, Title	

11. Final Disposition

Release to Owner
 (Name/Organization)

Destroy

Other (specify)

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12. Final Disposition Authority

Item number(s) _____ on this document, pertaining to the inquiry/investigation involving _____ (is)/(are) no longer

Name _____ Grade _____ Organization _____

required as evidence and may be disposed of as indicated above (if articles must be retained do not sign, explain in separate page).

Name, Grade, Title, Organization

Signature

Date

13. Witness to Destruction of Evidence

Item number(s) _____ (was)/(were) destroyed by the Evidence Custodian in my presence, on the date indicated above.

Name, Grade, Title, Organization

Signature

Date

Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to ensure the security and safety of BPA employees, contractors, and facilities. The data you supply will be used by BPA Security to document chain of custody of evidence or property. Public reporting burden for this collection of information is estimated to average .10 hours (6 minutes) per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining that data needed, and completing and reviewing the collection of information.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project (OMB control number 1910-5188), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (OMB control number 1910-5188), Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

The Paperwork Reduction Act (PRA) of 1995 requires each Federal agency to seek and obtain approval from the Office of Management and Budget (OMB) before undertaking a collection of information directed to 10 or more persons of the general public, including persons involved in or supporting the operations of Government-owned, contractor operated facilities.

Submission of this date is voluntary.
