Appendix B

Chain of Custody Form for Moving of Secure Files

File Owner Information

Name (Print)	Phone Number	Unit Name	Title

Description of Files to be Moved

Initial Location (Room/Address)	

Chain of Custody

Relinquished By	Signature		Date/Time	Received By		Signature	Date/Time		ne
									(0)
Moved From (location)		Moved To (location)			Note	ic.	Deliv		Ship
		MOVCO		,	1100	6			

Relinquished By	Signature		Date/Time	Received By		Signature	Date/Time		
								τ	(n)
Moved From (location)		Moved To (location)			Note	s)eliv	Pick-	Ship

Relinquished By	Signature		Date/Time	Received By		Signature	Date/Time		ne
								T	(0)
Moved From (location)		Moved To (location)			Note	S	Deliv	Pick-	Ship