

CC Appendix A - TD1 Forensic Duplicator Naming Conventions

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- 1) Upon initiation of acquisition using the Tableau Forensic Duplicator, a dialogue box will appear following the menu selection 1. Duplicate Disk, 2. Disk-to-File and Start which will prompt for a case ID, followed by Case Note, Subdir Name and File Base Name. The entries should be made as follows:
 - a) Case ID - This will be the unique identifier for the case. It consists only of the Laboratory Case Number of the evidence being acquired.

For example: DSS-16-001234
 - b) Case Note - This field should contain information about the particular piece of media. For example: Make, Model and Serial Number and the examiners name.
 - c) Subdir Name- leave as default.
 - d) File Base name - will reflect the Submission # along with the media number based on how many pieces of the particular media type* there are. For example, if a computer is submitted as Submission #003 and it contains two (2) hard drives, the naming convention would be: S3_HD1 and S3_HD2. Meaning;

S3 equals Submission #003
HD1 equals Hard Drive 1
HD2 equals Hard Drive 2

* A complete list of abbreviations for the various types of media can be found in SOP-CC-31 – Sub-item Labeling Standards.