

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

Description
Initial Location (Room/Address)

Chain of Custody

Relinquished By	Signature	Date/Time	Received By	Signature	Date/Time
Moved From (location)	Moved To (location)	Notes	Deliv	Pick-	Ship

Relinquished By	Signature	Date/Time	Received By	Signature	Date/Time
Moved From (location)	Moved To (location)	Notes	Deliv	Pick-	Ship

Relinquished By	Signature	Date/Time	Received By	Signature	Date/Time
Moved From (location)	Moved To (location)	Notes	Deliv	Pick-	Ship