

## KBI Forensic Science Laboratory Records Checklist

Please note:

- Not all records are applicable to all disciplines and/or cases.
- Records will only be available and provided when relevant to the case, analyst, location, and/or discipline.
- Records of large volume may be burdensome to produce and may only be available for inspection.
- It is recommended that you send any proposed discovery agreement or motion to the laboratory before it is ordered by the court.

Records that **may** be applicable to each laboratory discipline and type of testing are listed below:

### Administrative Records

Record	Biology	BPA	Chemistry	Digital Evidence	Firearms	Latent Prints	Toxicology	Trace
Evidence Custody Receipt(s)	X	X	X	X	X	X	X	X
Request(s) for Laboratory Services	X	X	X	X	X	X	X	X
Submission Form(s)	X			X				
Chain of Custody	X	X	X	X	X	X	X	X
Communication Log(s)	X	X	X	X	X	X	X	X
Administrative Log(s)	X	X	X	X	X	X	X	X
Non-examination photograph(s)	X	X	X	X	X	X	X	X
Collection Kit Paperwork	X						X	
Referenced Internal or External Examination Records and Reports		X						
Search Warrant/Consent				X				
Log Files				X				
Copies of Known Cards						X		

### Personnel/Operations Records

Record	Biology	BPA	Chemistry	Digital Evidence	Firearms	Latent Prints	Toxicology	Trace
Curriculum Vitae	X	X	X	X	X	X	X	X
Counseling or Disciplinary Actions	X	X	X	X	X	X	X	X
Position Description	X	X	X	X	X	X	X	X
Training Records	X	X	X	X	X	X	X	X

## KBI Forensic Science Laboratory Records Checklist

### Quality Assurance Records

Record	Biology	BPA	Chemistry	Digital Evidence	Firearms	Latent Prints	Toxicology	Trace
Accreditation Certificate and Scope	X	X	X	X	X	X	X	X
Internal Audit Records	X	X	X	X	X	X	X	X
External Assessment Records	X	X	X	X	X	X	X	X
Policies and Procedures	X	X	X	X	X	X	X	X
Nonconforming Work Records	X	X	X	X	X	X	X	X
Corrective Action Records	X	X	X	X	X	X	X	X
Deviation Records	X	X	X	X	X	X	X	X
Validation Records	X	X	X	X	X	X	X	X
Performance Check Records	X	X	X	X	X	X	X	X
Equipment Logs	X	X	X	X	X	X	X	X
Reagent Logs	X	X	X		X	X	X	X
Calibration Records	X	X	X		X	X	X	X
Reference Material Certificate of Analysis	X		X				X	X
Uncertainty of Measurement Records			X		X		X	
Work Authorization(s)	X	X	X	X	X	X	X	X
Performance Monitoring Test Records	X	X	X	X	X	X	X	X

### Technical Records – Biology

Record	Screening	DNA
Report(s)	X	X
Photograph(s)	X	X
Examination / Bench Notes	X	X
DNA Process Worksheets		X
Quantitation Instrument Output		X
Electropherograms		X
Summary Worksheet(s)		X
Interpretation Worksheet(s)		X
Mixture Worksheet(s)		X
Statistical Analysis Report(s)		X
STRmix™ Report(s)		X
CODIS Document(s)		X
DNA Typing Raw Data Files (.fsa or .hid)		X

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### Technical Records – BPA

Record	BPA
Report(s)	X
Photograph(s)	X
Examination / Bench Notes	X

### Technical Records – Chemistry

Record	Seized Drug – Qualitative	Seized Drug – Quantitative	Seized Drug – General Unknowns	Seized Drug – Clan Lab
Report(s)	X	X	X	X
Examination / Bench Notes	X	X	X	X
Sampling Spreadsheet(s)	X	X	X	X
Instrument Output / Spectra	X	X	X	X
Quantitation Calculation Records		X		

### Technical Records – Digital Evidence

Record	Mobile	Computer
Report(s)	X	X
Examination / Bench Notes	X	X
Advanced Methods Review	X	X

### Technical Records – Firearms and Toolmark

Record	Firearm Physical Comparison / Function	Serial Number Restoration	Muzzle to Distance Determination	Toolmark Comparison
Report(s)	X	X	X	X
Inventory Worksheet(s)	X	X	X	X
Examination / Bench Notes	X	X	X	X
Photograph(s)	X	X	X	X
Comparison Worksheet(s)	X			X

## KBI Forensic Science Laboratory Records Checklist

### Technical Records – Latent Prints

Record	Latent Prints
Report(s)	X
Examination / Bench Notes	X
Analysis and Comparison Documentation	X
Printed Photograph(s)	X
Digital Photograph(s)	X
Automated Database Search Documentation	X
Known Print Cards Used in Examination	X
Conflict Resolution Documentation	X

### Technical Records – Toxicology

Record	Blood Alcohol	Drug Analysis
Report(s)	X	X
Examination / Bench Notes	X	X
Batch Worksheets and Documentation	X	X
Instrument Output and Data	X	X
Blood Alcohol Uncertainty Worksheet	X	
Instrument Methods	X	X

### Technical Records – Trace

Record	Primer Gunshot Residue (PGSR)	General Unknowns	General Unknowns (Elemental Only)	Physical Fit / Fracture Match	Fire Debris
Report(s)	X	X	X	X	X
Examination / Bench Notes	X	X	X	X	X
Instrument Output / Spectra	X	X	X		X