

TENNESSEE BUREAU OF INVESTIGATION
Forensic Services Division



Forensic Imaging Standard Operating Procedures
Digital Media Protection and Archiving

5. Digital Media Protection and Archiving

5.1. Scope

This section provides guidelines for the protection of digital assets from loss or damage.

5.2. Instruments and Equipment

Computer system
Archiving software
Compact discs
Digital video discs
External hard drives

5.3. Digital Media Protection

5.3.1 The computer used for imaging, storing and enhancing images of latent prints will be secured via password protection.

5.3.2 Images associated with casework shall be archived on a regular basis, preferably monthly.

5.3.3 Archived images will be stored digitally at TBI Headquarters and a backup will be stored at a secure off site location.