

EVIDENCE TRANSFER LOG

EVIDENCE DESCRIPTION:	PACKAGING DESCRIPTION:	SIZE/WEIGHT:
FILE NAME:	ADJ:	CLAIM #
LOSS LOCATION:	DEPT.	DATE OF LOSS:

DATE	FROM (PRINT AND SIGN)	TO (PRINT AND SIGN)	TRANSFER METHOD CODE*

<p>*TRANSFER METHOD CODES: HH – HAND TO HAND USM – U.S. MAIL CERT – CERTIFIED MAIL FG – FREIGHT CARRIER UPS – UNITED PARCEL SERVICE OT – OTHER</p>	<p>DO NOT DISCARD EVIDENCE OR EVIDENCE TRANSFER LOG WITHOUT APPROVAL OF SUPERVISOR AND OUTSIDE COUNSEL.</p>
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