



South Carolina Department of Public Safety

AUDIO/VIDEO RECORDING CHAIN OF CUSTODY, DUPLICATION & DISPOSAL

Audio/Video ID #:	Unit:
(Enter Officer's Name for either type recording)	(Enter Start and End Date for recording)
Submitting Officer:	Start Date: End Date:

Chain of Custody

Date	From	To	Reason

Duplications

Duplication Number	From	To	Date	Reason
1				
2				
3				
4				
5				

Authorization for Duplication

Signature below verifies:

- Tape/DVD duplication complies with SCDPS Policy 300.06 (Audio/Video Recordings).
- Label on duplicate copy contains the same information as the original tape/DVD label with additional verbiage indicating "Duplicate Copy."
- The information provided and submitted on this document is true in content.

Date:	Officer's Signature:
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Authorization for Disposal

All cases on this recording have been disposed of and the recording can be disposed of after 90 days from this date in accordance with SCDPS Policy 300.06 (Audio/Video Recordings). I will immediately notify the county/unit evidence custodian if I am made aware of any appeals or other reasons this recording should not be disposed of.

All cases on this recording have been disposed of and the recording is not needed for a criminal appear, civil litigation, or an investigation. I believe that the recording has content that would be beneficial for training purposes.

Date:	Officer's Signature:
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Certification of Disposal

I have disposed of this recording as noted in the final entry of the Chain of Custody block above.

Date:	Supervisor/Custodian Signature:
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