

	QD-PM 4.0 Storage of Digital Images Charts or Displays	
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	<i>Revision #: 1</i>	<i>Issued Date: 12/28/2017</i>
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4.1

This procedure is designed to guarantee redundancy for digital evidence images, to insure data will be available in the future and to permanently record imaging steps taken to produce digital images, charts or displays. Images captured digitally for the purpose of forensic examinations shall be captured at a software setting of 400 pixels per inch (ppi) as a minimum, not to exceed the optical resolution of any capture device being used and using technology that has no automated functions or other software operations that alter the native appearance of the document. These images shall be saved in a lossless digital format. Subsequent images used for charts or displays may be made from a copy of the original image and may be reduced in resolution. Subsequent images for charts or displays shall also be saved in a lossless digital format. Original images shall be maintained as they were initially produced. Case documentation shall record any steps used to adjust or enhance subsequent work copies of digital images. Enhanced images shall be saved in a manner to ensure metadata and history information is preserved within the file for the purpose of reproducibility.

4.2

Images should be stored by analysts in their respective case image folders on the Images drive on the QD Imaging System until completion of the case analysis. Copies of case images may also be temporarily stored on the analyst's computer.

4.3

Upon completion of the case upload all case images (including VSC images & settings files, all Write-On2 files, and any other digital media generated during the case) to the Forensic Advantage Object Repository. Original digital files are then to be marked "Read Only" and moved to the long-term storage drive (placing it in the respective year folder according to the year of the laboratory number).

After the all case images and digital data are securely stored, working copies of case image files may be deleted from the analyst folder on the imaging system short-term drive or the analyst's computer.

REFERENCE

ASTM International: **E2765 Standard Practice for Use of Image Capture and Storage Technology in Forensic Document Examination.**