TITLE IX EVIDENCE LOG

The Evidence Log is used to document and provide a written record of each item of evidence collected during an investigation. It includes the date the evidence was collected, the case with which the evidence is associated, a description of the evidence, and the name of the person who collected or provided the piece of evidence.

CASE NAME	
Maxient CASE NUMBER/CAMPUS	
INVESTIGATOR #1 NAME	
INVESTIGATOR #2 NAME	

Description of Boxes (below)

1. Each piece of evidence is given a unique number and the items are sequentially numbered starting with the number 1.
2. Date: The date the item was collected (not the date on the piece of evidence). This is to document that all evidence was collected during the investigative period and not after such period closes.
3. Collected/provided by: The name of the individual who collected the evidence item. Initials can be used for the investigators, but use full name for the parties and for witnesses. For example, if the evidence was collected by investigator John H. Doe, this section would say JHD. If provided by the Complainant Jane Q. Public, this section would say Jane Q. Public, Complainant.
4. Description: Evidence items must be clearly and accurately described. Each description should include the type of evidence (letters, photos, snapchat screenshots) and the number of pages to the piece of evidence (3 pages, 10 pages, 1 page).

Item Number	Date	Collected/Provided by	Description of Evidence (include whether the evidence is inculpatory or exculpatory)