

Material Transfer Checklist

Use after conflict checking, engagement and agreement on the secure transfer arrangements.

This checklist is a practical aid for legal practitioners and professional organisations. Adapt it to the matter and the applicable instructions. It is not a completed instruction or a finding about any evidence.

Confirm the arrangements

- ☐ Confirm the matter reference, agreed scope, intended recipient and authorised sender.
- ☐ Use the matter-specific transfer link or other arrangement agreed directly with the laboratory.
- ☐ Agree formats, volume, restrictions and any special handling requirements before transfer.
- ☐ Do not upload evidence, passwords or confidential documents through the public website form.

Prepare an inventory

- ☐ List exhibits, filenames, report versions, acquisition types and known source relationships.
- ☐ Include acquisition logs, settings, errors and available integrity records relevant to the scope.
- ☐ Identify checksum algorithms and the exact files or images to which the values apply.
- ☐ Preserve native exports and associated files; do not substitute screenshots or converted files without agreement.

Complete and reconcile

- ☐ Record who supplied the material, the transfer date and any known limitations.
- ☐ Identify missing, withheld or inaccessible items and the reason, where known.
- ☐ Communicate access credentials separately through the agreed channel.
- ☐ Reconcile receipt and inventory with the laboratory; retain the original material and transfer record under the agreed arrangements.

Further guidance

Read [How to instruct a digital forensic expert](#), [Fees & engagement](#) and the [forensic questions hub](#).
[Contact the laboratory](#) with a concise, non-sensitive enquiry.