

# Chain of Custody Template for Lost and Found Items

## Item Information

Item Name/Description	
Brand/Model	
Serial Number (if any)	
Color/Identifying Marks	
Date Item was Found	
Found Location	
Current Storage Location	

## Chain of Custody Record

Date & Time	Person Handling Item	Reason for Transfer	Receiving Person	Signature

## Final Disposition

Date Returned/Disposed	
Method of Disposition	
Received by (Name)	
Signature	

## Additional Notes

Prepared By (Name & Signature)

Date