



CDs/DVDs

West Manheim Twp. Police Dept.

Property Manual



1
Mark optical disc with identifiers such as name or initials and date **on the clear inner hub**, if necessary. If labeling the disc surface, use a water based or “CD safe” marker.



2
Place disc in a plastic jewel case or other appropriate storage container (inert plastic containers are recommended). Only one disc per container.



3
Place jewel case containing the optical disc in a size “B” envelope.



4
Seal envelope with evidence tape and affix tag to front.



Points of Interest

- Several discs from the same case should be marked individually to distinguish them apart.
- Several discs or media may be submitted together in a “*master envelope*,” if necessary.
- If sending to Lab for processing, package in size “A” envelope, seal with evidence tape, affix tag to front, and attach *Lab Request* form, over tag, by stapling top corners.
- Disc formats (CD, CD ROM, CD-R, CD-RW, DVD, DVD+R, DVD+RW, etc.) and composition vary in durability and life expectancy.
- DO NOT use sharp pointed writing implements, solvent based markers, or adhesive labels on a disc as it may degrade the disc coating or layers, making it unreadable.
- Handle discs so as to minimize *fingerprints* or *scratches* to the surface, which may impede the read ability.
- Protect discs from extreme temperatures and humidity.