Technical Procedure for Target Drive Preparation

1.0   Purpose - The purpose of this procedure is to wipe all data from Target drives used in forensic casework in order to ensure that no cross contamination occurs between cases.

2.0   Scope - This procedure describes the steps to be taken by personnel of the State Crime Laboratory in preparing Target drives for use in forensic computer examinations.

3.0   Definitions

- **Target drive** – Digital media that stores forensic images and other case related data.
- **Wipe** – Permanently deleting all data from a drive by overwriting the data with a known value.

4.0   Equipment, Materials and Reagents

- Forensic Computer or Forensic Tool
- Digital media
- Approved software or hardware device for wiping data

5.0   Procedure

5.1   Select digital media to be used as target drive.

5.2   Use an approved software or hardware device for wiping data to overwrite all data from the target drive.

5.3   Format the target drive.

5.4   Name the target drive using the case number and any other identifiers (e.g., forensic image, target, etc.).

5.5   This procedure shall be used for new target drives as well as target drives used in previous cases.

5.6   **Standards and Controls -** All forensic computers and forensic tools shall be functioning properly prior to beginning a computer forensic examination (see Technical Procedure for Computer Forensics Performance Verification).

5.7   **Calibration** - N/A

5.8   **Maintenance** – N/A

5.9   **Sampling -** N/A

5.10 **Calculations -** N/A

5.11 **Uncertainty of Measurement** – N/A

6.0   Limitations - Failure to wipe the data from a previously used target drive may lead to the possibility of cross contamination.

Technical Procedure for Target Drive Preparation
Digital/Latent Evidence Section
Issued by Digital/Latent Forensic Scientist Manager

Version 3
Effective Date: 11/07/2016

7.0   Safety - N/A

8.0   References

- Scientific Working Group on Digital Evidence Best Practices for Computer Forensics
- EnCase Advanced Computer Forensics Course Guide
- Technical Procedure for Computer Forensics Performance Verification

9.0   Records - N/A

10.0   Attachments - N/A

Revision History		
Effective Date	Version Number	Reason
09/17/2012	1	Original Document
10/31/2013	2	Added issuing authority to header
11/07/2016	3	Throughout document: changed hard drives to digital media and target drives; changed information to data; changed data overlap to cross contamination; changed forensic tower to forensic computer or forensic tool
		5.1 – removed the specific reference to storage capacity
		5.2 – removed statement regarding attaching a label to target drive
		5.3 – removed specific reference to VOOM HardCopy II and changed to approved software or hardware device for wiping data
		5.4 – removed statement regarding creating a primary partition on target drive
		5.6 – changed statement regarding entering a suitable name for target drives and added case number example for identification
		5.7 – removed statement regarding directories
		5.9 – removed statement regarding imaging a computer in the field
		5.10 – edited to refer to updated Technical Procedure for Computer Forensics Performance Verification
		5.11 – removed Calibration statement
		6.0 – changed failure to clean as failure to wipe
		8.0 – updated References

All copies of this document are uncontrolled when printed.