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## U.S. DEPARTMENT OF ENERGY-BONNEVILLE POWER ADMINISTRATION (BPA) OMB Control Number: 1910-5188 Expiration Date: 08/31/2022 **EVIDENCE/PROPERTY CUSTODY DOCUMENT**

INSTRUCTIONS: Originator to complete sections 1-8. Forward completed form and evidence to the Security Office NNT-1. Security Office will safe keep all evidence/property until final determination is reached, except when cyber related.

1. BPA Case Number:			2. Law Enforcement Case Number:		
3. Receiving Organization:			4. Type (Check one):  Evidence Found Pro	4. Type (Check one):     ☐ Evidence ☐ Found Property	
5. Name, Gra Owner	de And Title of Pe	rson From Whom Received:	Other		
6. Location Ev	vidence/Property (	Obtained: 7. Name of Person	n Receiving Evidence:	8. Date/Time Obtained:	
		9. DESCRIPTION OF ART	TICLES (List one item per line)		
Item Number Quantity		Description (Include model, serial number, condition and unusual marks or scratches)			
10. CHAIN OF CUSTODY					
Item Number	Date/Time	Released By	Received By	Purpose of Change of Custody	
		Signature:	Signature:		
		Name, Grade or Title:	Name, Grade or Title:		
		Signature:	Signature:		
		Name, Grade or Title:	Name, Grade or Title:		
		Signature:	Signature:		
		Name, Grade or Title:	Name, Grade or Title:		
		Signature:	Signature:		
		Name, Grade or Title:	Name, Grade or Title:		

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Other (Specify):

Page 2 of 3 10. CHAIN OF CUSTODY (Continued) Item Purpose of Change Date/Time Released By Received By Number of Custody Signature: Signature: Name, Grade or Title: Name, Grade or Title: Signature: Signature: Name, Grade or Title: Name, Grade or Title: Signature: Signature: Name, Grade or Title: Name, Grade or Title: Signature: Signature: Name, Grade or Title: Name, Grade or Title: Signature: Signature: Name, Grade or Title: Name, Grade or Title: Signature: Signature: Name, Grade or Title: Name, Grade or Title: Signature: Signature: Name, Grade or Title: Name, Grade or Title: Signature: Signature: Name, Grade or Title: Name, Grade or Title: 11. FINAL DISPOSITION Release to Owner (Name/Organization): Destroy:

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## U.S. DEPARTMENT OF ENERGY-BONNEVILLE POWER ADMINISTRATION (BPA) OMB Control Number: 1910-5188 **EVIDENCE/PROPERTY CUSTODY DOCUMENT**

Expiration Date: 08/31/2022

12. FINAL DISPOSITION AUTHORITY						
Item Number(s)	on this document, pertaining to the inquiry/investigation in	olving/				
		(is)(are) no longer				
(Name) (Grade)	(Organization)					
required as evidence and may be dispos	ed of as indicated above (if articles must be retained do not sign, explain in se	parate page).				
Name, Grade, Title, Organization	Signature	Date				
13. WITNESS TO DESTRUCTION OF EVIDENCE						
Item number(s)	(was) (were) destroyed by the Evidence Custodian in my presence, on the d	ate indicated				
above.						
Name, Grade, Title, Organization	Signature	Date				

## Paperwork Reduction Act Burden Disclosure Statement

This data is being collected to ensure the security and safety of BPA employees, contractors, and facilities,. The data you supply will be used by BPA Security to document chain of custody of evidence or property. Public reporting burden for this collection of information is estimated to average .10 hours per response, including the time for reviewing instructions, searching exiting data sources, gathering and maintaining that data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of the Chief Information Officer, Enterprise Policy Development & Implementation Office, IM-22, Paperwork Reduction Project (OMB control number 1910-5188), U.S. Department of Energy, 1000 Independence Ave SW, Washington, DC, 20585-1290; and to the Office of Management and Budget (OMB), OIRA, Paperwork Reduction Project (OMB control number 1910-5188), Washington, DC 20503.

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB control number.

The Paperwork Reduction Act (PRA) of 1995 requires each Federal agency to seek and obtain approval from the Office of Management and Budget (OMB) before undertaking a collection of information directed to 10 or more persons of the general public, including persons involved in or supporting the operations of Government-owned, contractor-operated facilities.

Submission of this data is required.