

E-evidence: organise intake, preservation and handover

For operations, security and legal coordinators at service providers: take one incoming electronic-evidence matter to a traceable internal decision. Produce a bounded record of originals, responsibility, data scope, deadline monitoring and handover—not an automated disclosure.

Working pack · Editable edition



Figure 1 · Cover illustration; use the guide and completed records for the full detail.

Start here · E-evidence: organise intake, preservation and handover

Open the files

Extract the complete ZIP into its own folder first. In the top-level folder, open `e-evidence-guide-en.pdf` for the guide and `e-evidence-workbook-en.pdf` for the separate workbook. The matching DOCX files are editable. `e-evidence-full-en.pdf` also combines all cases, exercises, sources and licence information in one document. Further editable templates are in `editable/en/`; Markdown and CSV working files are in `package/en/`. The German edition is included too.

Version 1.0 · 2026-09-19 · Germany/EU

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Your first run

- Read `GUIDE_EN.md`; choose one case and accountable owner.
- Copy `WORKBOOK_EN.md` or CSV; complete 15 stable IDs using evidence.
- Have open issues and next steps reviewed; record actual execution separately.

Complete contents

- `GUIDE_EN.md`: detailed method, field instructions and glossary.
- `WORKBOOK_EN.md` and `WORKBOOK_EN.csv`: editable workbook.
- `CASES_EN.md` and `CASES_EN.csv`: two fully completed fictional cases.
- `TEAM_EXERCISE_EN.md`: exercise and solution.
- `LICENSE_EN.md`: internal-use licence.
- `WORKBOOK.csv`: shared CSV template with bilingual prompts.
- `SOURCES.md`: primary sources, locations and retrieval date.
- `VERSION_HISTORY.md`: version history.

No legal advice, certification, automatic entitlement or external action. All worked cases are fictional. English and German editions have the same Germany/EU scope.

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Organisational guidance, not legal advice, certification or authorisation to disclose. The English edition has the same Germany/EU scope.

The concrete working objective

Choose an intake from an agreed test or an operationally authorised matter. The first task is not exporting data quickly. Establish what arrived, who is responsible internally and which next steps the competent decision-maker has authorised. The workbook prevents authenticity, timing, scope and transmission from becoming one casually ticked box.

Before the first intake, arrange reachable contacts, secure storage and a deputy route. Use synthetic accounts to test whether the responsible person can be reached outside normal hours. That is an organisational exercise, not confirmation of a legal designation. Record who actually accepted the handover.

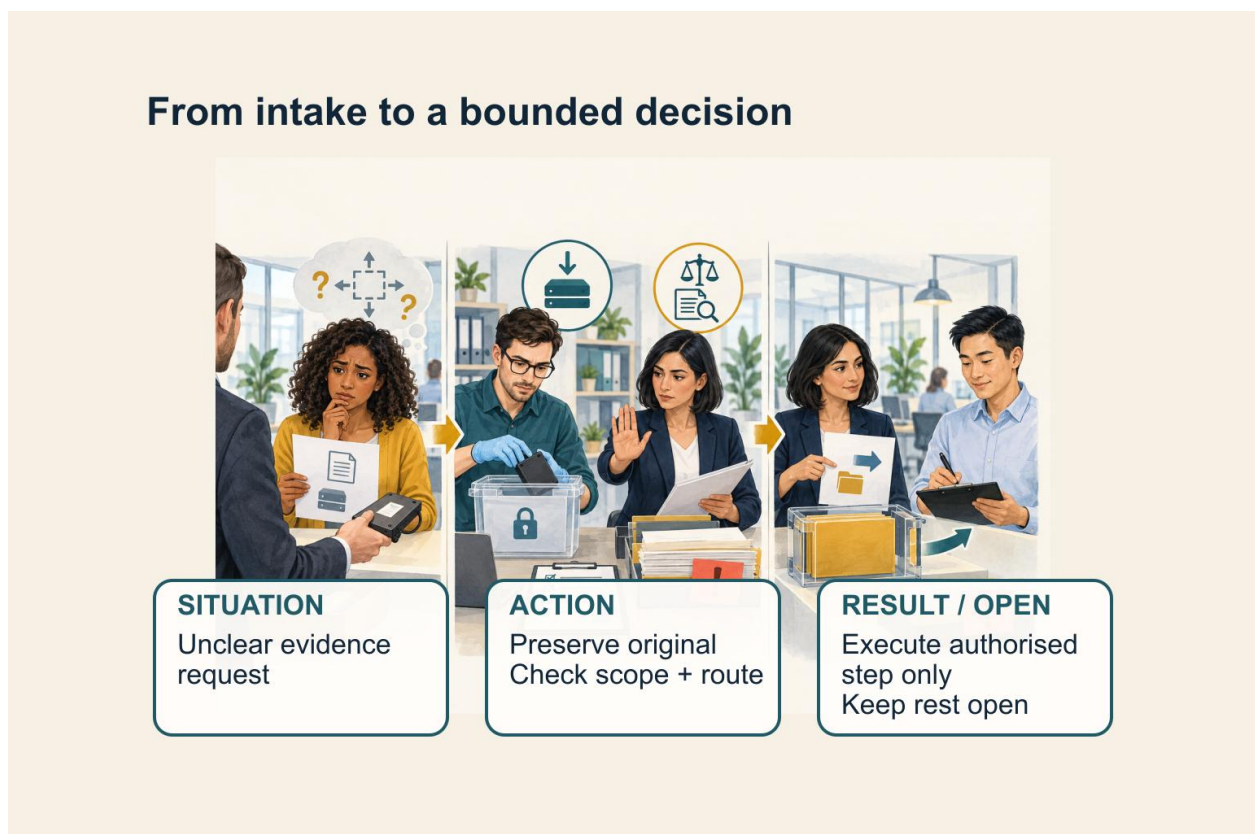


Figure 2 · Product-specific situation: unclear evidence request, controlled preservation and a bounded authorised step.

Distinguish the instrument from its certificate

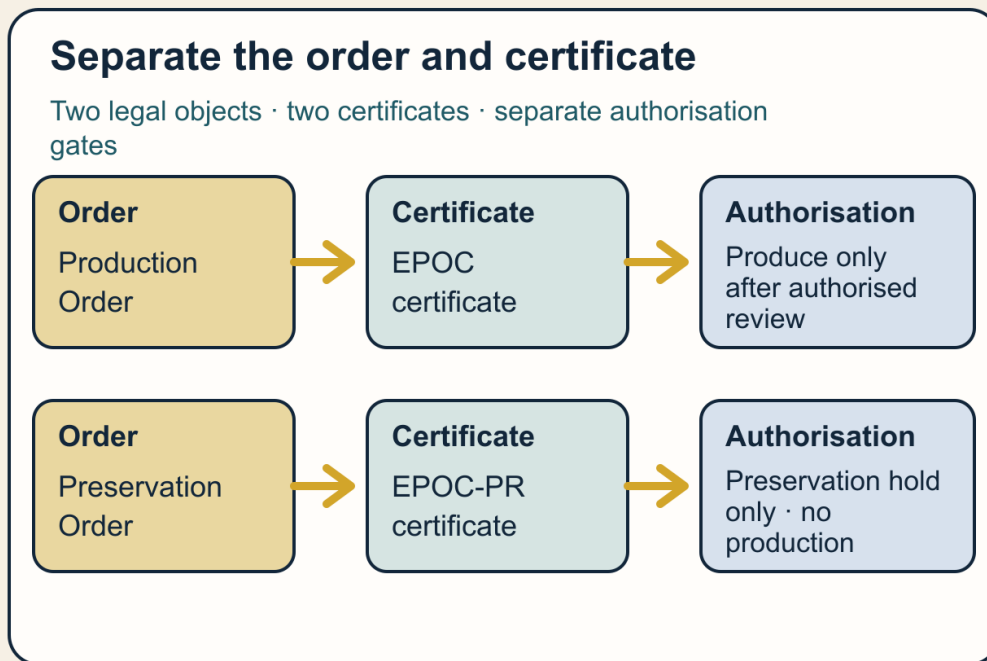


Figure 3 · Keep the order separate from its transmitting certificate; a preservation hold is not authority to produce data.

Regulation (EU) 2023/1543 distinguishes European Production Orders and European Preservation Orders. Under Article 9, EPOC and EPOC-PR are the corresponding certificates used to transmit the respective order, not the names of the orders. Capture order type and certificate type separately. A readable EPOC-PR certificate does not itself authorise production of data. [EE-C01, EE-C05]

Directive (EU) 2023/1544 concerns designated establishments and representatives of certain service providers. Assess the service and Union connection before deciding the role. The Regulation applies from 18 August 2026; national procedural details need separate verification. This pack does not confirm German authorities, transmission routes, accepted languages or penalties. Check the current EBewMG and official procedural information before operational use. [EE-C02–EE-C06]

Normal route and explicit decision points

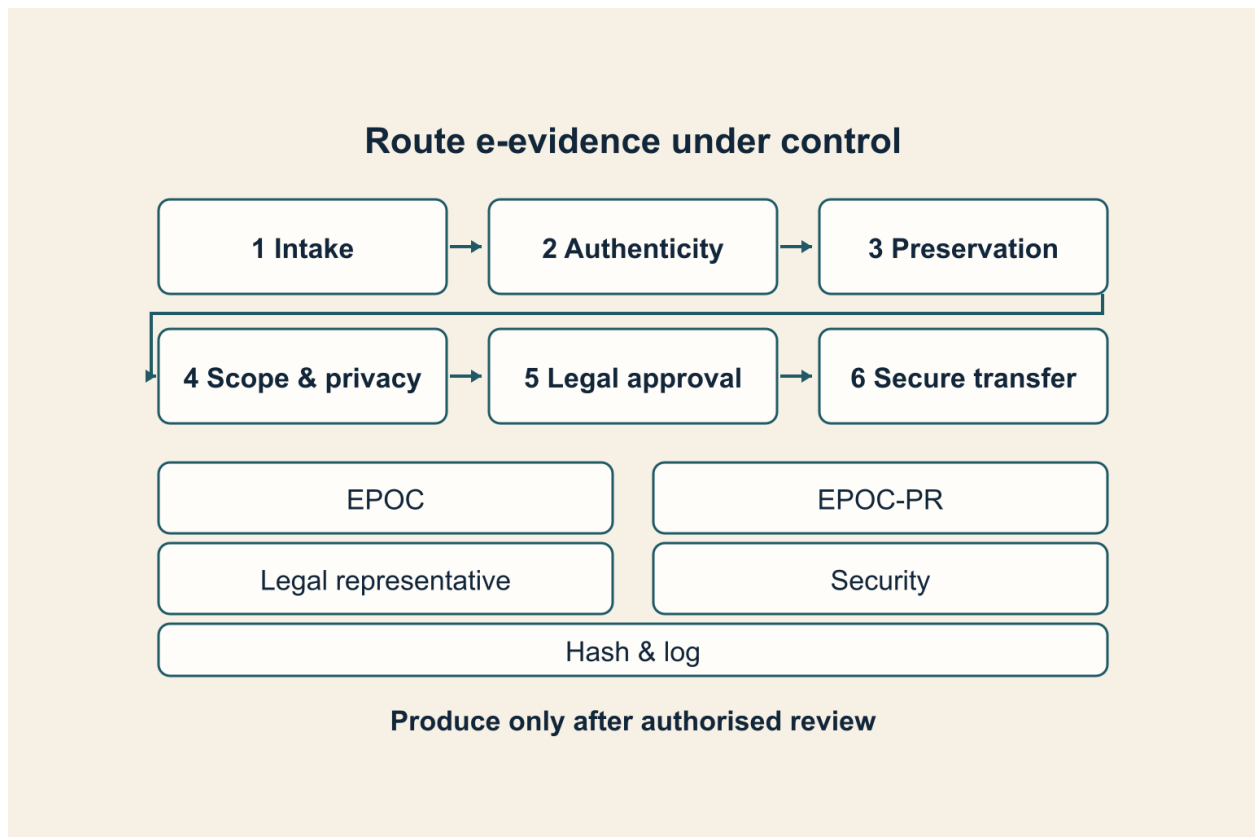


Figure 4 · Supplementary illustration; use the guide and completed records for the full detail.

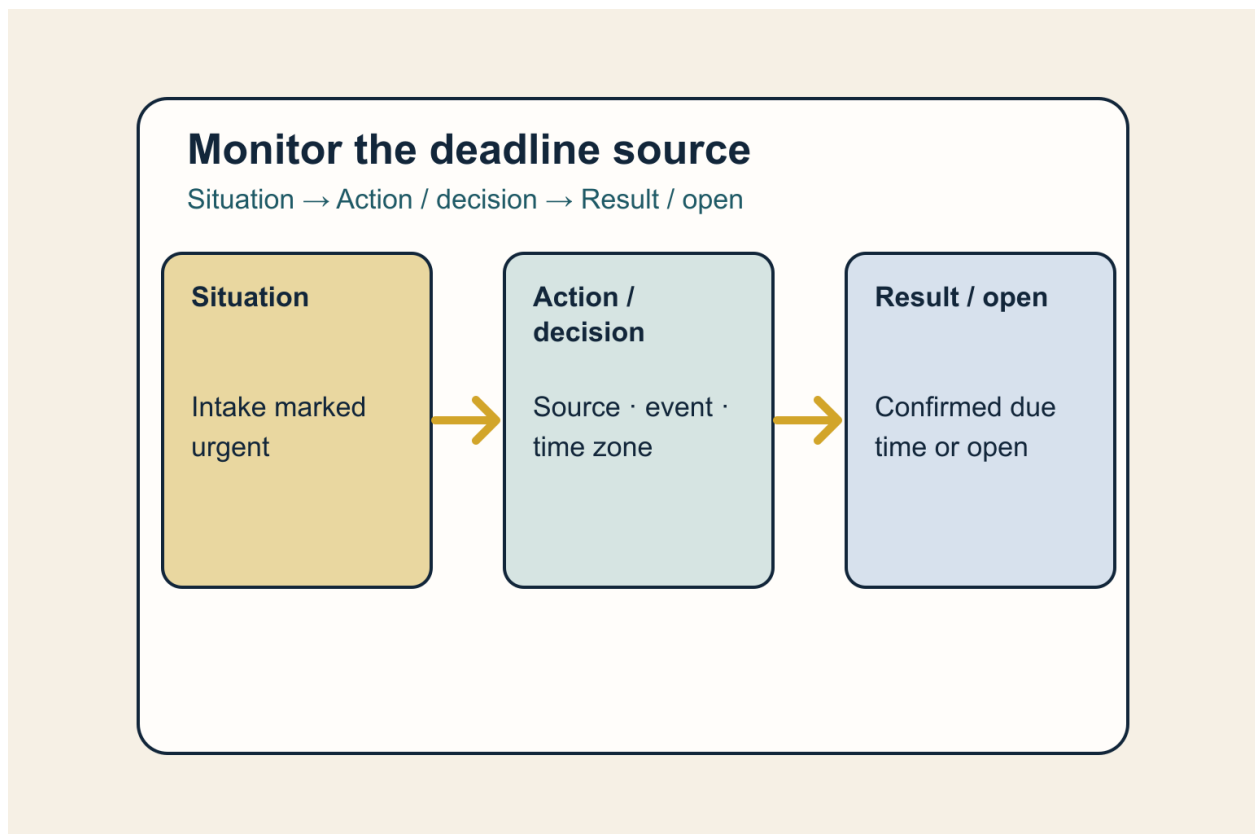


Figure 5 · Chapter schematic; supplementary illustration. Use the guide and workbook for full detail.

First record original and receipt time, then sender, instrument, service and scope. Route the material for the responsible legal assessment and establish internal deadline monitoring. Technical preservation, access, export and transmission are distinct decisions. Even preservation needs a clarified, authorised scope; do not create an indiscriminate full backup merely because an unverified message arrived.

A message marked urgent goes immediately to the on-call route. Urgency replaces neither authentication nor assessment of the relevant rule. Do not use a universal deadline copied from training slides: record source, triggering event, time zone and confirmed calculation for the actual matter. This pack is not a deadline calculator.

Before transmission, authorised people must confirm recipient, channel, permitted data scope and protection needs. Technical execution then records what was actually transferred and whether receipt was confirmed. If transmission was not authorised, write “not performed”, not “done”. A technical hash does not establish legal permissibility.

Evidence example and working copies

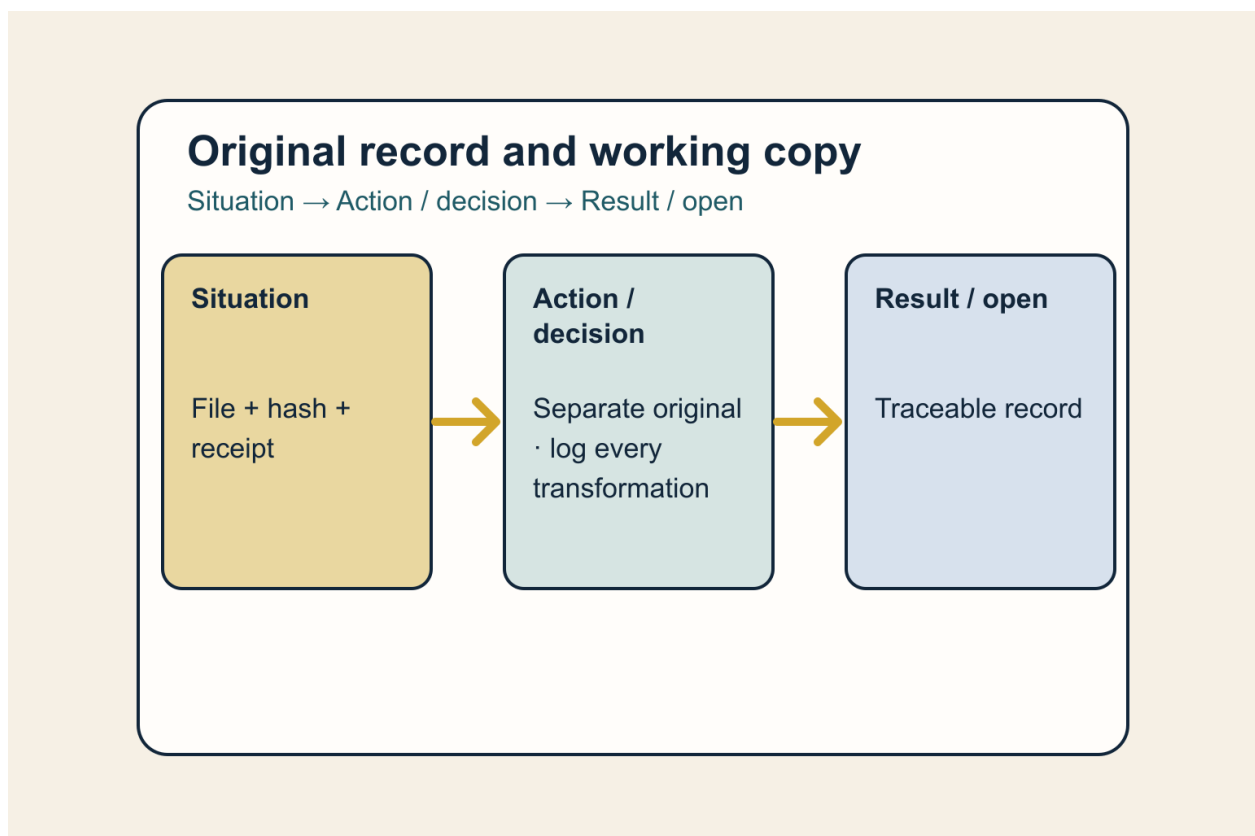


Figure 6 · Chapter schematic; supplementary illustration. Use the guide and workbook for full detail.

A useful original record contains an unchanged file, a calculated hash with algorithm, receipt time and channel. Calculate the hash from the object actually stored; do not blindly copy the sender’s value. Give translation and analysis copies separate identifiers. Record every transformation with tool, version, operator and purpose.

An appropriate handover might say: “Intake EE-17, original O-17, working copy A-17, legal decision L-17; technical access restricted to test account T-17 and the confirmed period.” “Everything relevant” is not a reliable scope definition. Resolve competing account identifiers or time zones before exporting.

Preparation and working copy

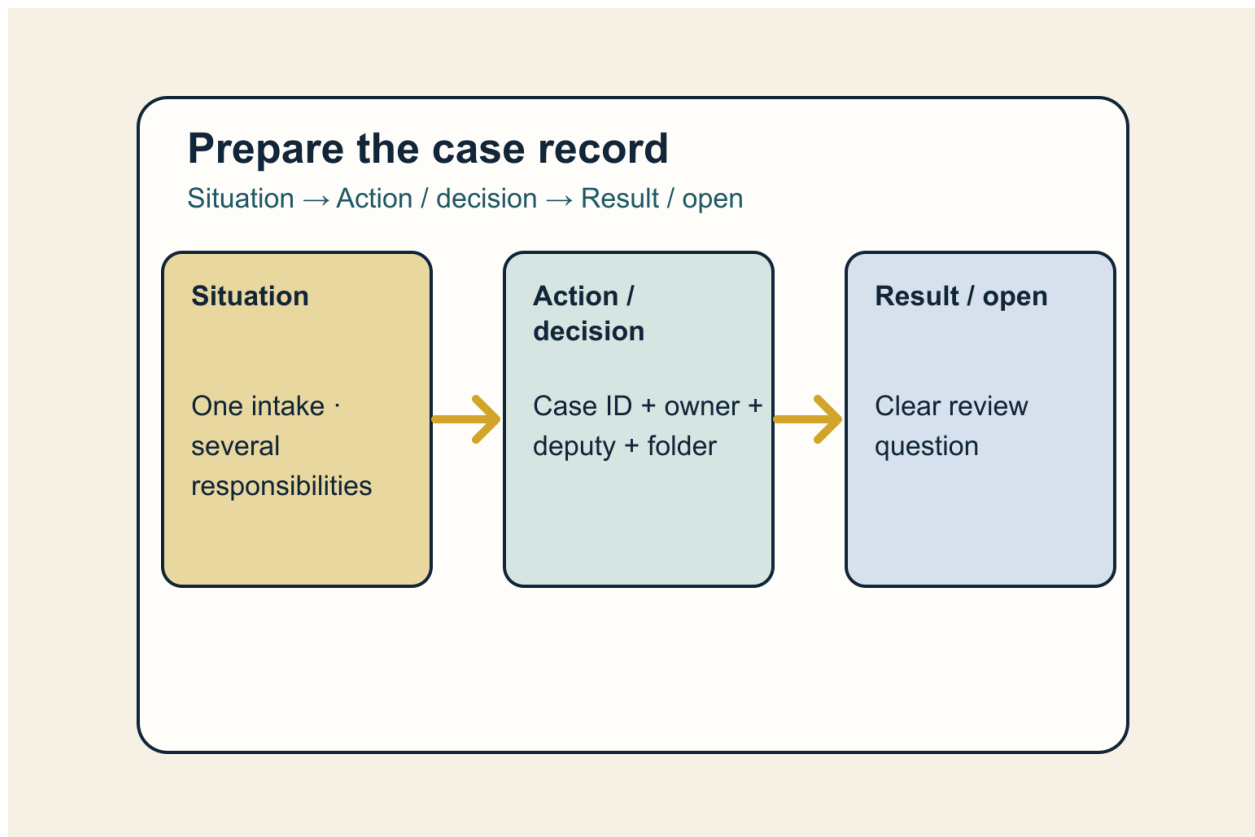


Figure 7 · The schematic turns the intake into one clear review question.

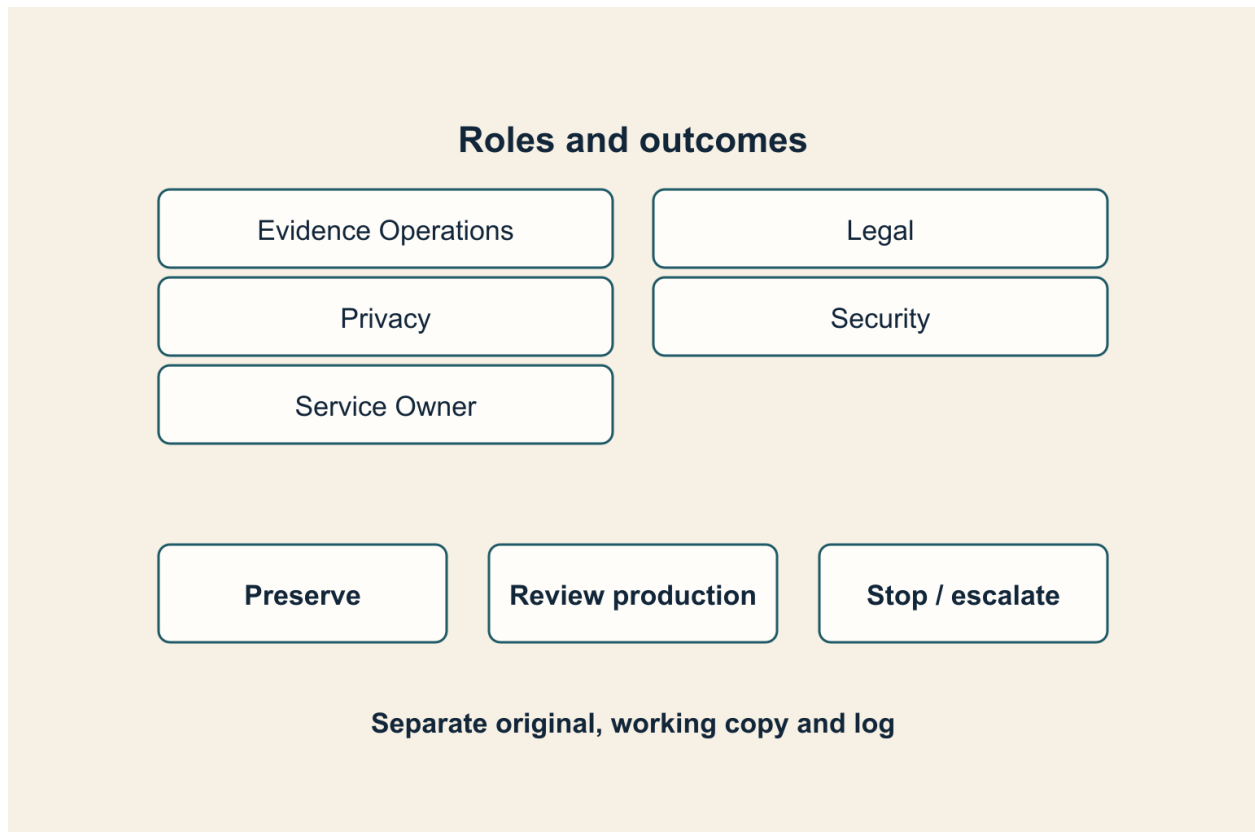


Figure 8 · Supplementary illustration; use the guide and completed records for the full detail.