



Revised 8/14/2018

Document Conversion Laboratory Investigative Scanning Request

Ship To: DocLab/IMD



Date of Request: [Click here to enter a date.](#)

BACKGROUND

Point-of-Contact	Telephone No. (Office)	Telephone No. (Cell)

Squad Supervisor	Telephone No. (Office)	Telephone No. (Cell)

Note: Squad Supervisor concurrence must be obtained for projects greater than 50 boxes.

Number of boxes in shipment: [Click here to enter text.](#)

Number of boxes in job: [Click here to enter text.](#)

Case Opened On: [Click here to enter a date.](#)

Case Closed On: [Click here to enter a date.](#)

Joint Investigation: [Choose an item.](#)

If Yes, please list: [Click here to enter text.](#)

Note: Double click on the boxes below to select an item.

Initial Request

Supplemental Request

DEADLINE (To be completed by M&L): [Click here to enter a date.](#)

Court Deadline: [Choose an item.](#)

Court Deadline: If yes, please provide a summary of the time constraints, to include trial dates, discovery, etc.: [Click here to enter text.](#)

MAPA Assigned (To be completed by M&L): [Choose an item.](#)

DCMS ID (To be completed by M&L): [Click here to enter text.](#)

Case Title: [Click here to enter text.](#)

Subprogram: [Choose an item.](#)

Threat Level: [Choose an item.](#)

Case ID: [Click here to enter text.](#)

Classification: [Choose an item.](#)

If CTD or CD case, are the enclosed documents FISA derived? [Choose an item.](#)

If Yes, Please Select One: [Choose an item.](#)

Case Summary:

Please select one of the following:

Litigation:

BIDMAS:

The following options are standard in the processing of BIDMAS/LITIGATION scanning requests.

Scanning Level	Folder Level
Reassembly	Yes – restapled, back on prongs, binder clips, rubber bands, etc.
Torn Material (small slips of paper)	Yes – Documents will be scanned.
File Folders	Yes – File Folders will be scanned. Note: hanging file folders will not be imaged.
Multiple Ring Binders Note: The spine and cover of all binders will be automatically scanned.	Scan – Return to Original State

Please complete the below:

Evidence	Choose an item.
Grand Jury	Choose an item.
Bank Scan	Choose an item.
Image Endorsement	Choose an item.
Image Endorsement Format: P-U-Seq (Pkg-Unit-Seq – 1B001-John Smith-000001) . Should you require a format other than the one identified above, please contact your M&L rep to discuss.	
Wherein multiple receipts, pictures, etc., are present, please choose one.	Choose an item.

	Choose An Item Below
<p>Scan All in Color</p> <p>Note: The following items are defaulted to be scanned in color – carbons, original receipts, passports, visas, drivers licenses, colored bar/pie charts, and photos (to include black and white).</p>	Choose an item.
Colored Text/Handwriting (Except for Blue/Black Ink)	Choose an item.
Colored Highlighting (computer and self-generated)	Choose an item.
<p>Printed Material with Colored Pictures OR Black and White Pictures (pamphlets, books, magazines, and brochures)</p> <p>Note: Commercially available printed materials will not be imaged unless requested by the customer.</p>	Choose an item.
Colored Paper (other than white, beige, or cream)	Choose an item.
X-Rays, X-Ray Negatives, EKGs, Sonograms	Choose an item.

Note: The following items will not be imaged in color: watermarks/letterheads, phone/bank/credit card statements and/or other utility bills.

	Choose An Item Below
Post-Its	Choose an item.
Post-It Flags	Choose an item.
Label(s) on 1A, 1B, 1C, 1Ds	Choose an item.

	Choose An Item Below
Bound Documents (Includes: Books, Spirals, Notebooks, Checkbooks, Check Registers, Brochures, Steno Pads, Magazines, Pamphlets – all bound items) Note: Prohibiting DocLab from disassembling bound documents will result in them only providing to the customer an image of the front and back of the original source document. All disassembled documents will be reassembled with rubber bands or binder clips.	Choose an item.
Sealed Envelopes Note: DocLab scans both envelope and contents if material is received already opened.	Choose an item.
Oversized Documents (Maps, Schematics, Newspapers [Greater than 17 in.]	Choose an item.
Perforated Items (to include carbon copies)	Choose an item.

ELECTRONIC MEDIA

Does your request include digital media, such as CD, DVD, thumb, or hard drives, obtained via **search warrant**? If YES please coordinate with your CART representative in the processing of the media. **Choose an item.**

If your request includes digital media, such as CD, DVD, thumb or hard drives, obtained via **subpoena**, **please contact Management and Logistics to discuss**. *Note: All digital media requests will be processed independent of any request to scan paper.*

DAMAGED FILES

Have the files sustained any exposure to biological contaminants/toxins, i.e., mold, water, etc.? **Choose an item.**

If YES, please indicate what remediation steps have been implemented to negate exposure to potentially harmful bacteria. **Click here to enter text.**

Please note that DocLab facilities are not equipped to process any HAZMAT materials.

DIGITAL OUTPUT:

M&L will provide 3 copies of the output on DVD or CD based on the size/volume of the job/files (**1 copy – Case Agent; 1 copy – Defense; 1 copy – AUSA**). For those jobs greater than 50 boxes, the customer is asked to coordinate the delivery of an external hard drive for the burning of all output.

Choose One: **Choose an item.**

RETURNED MATERIALS

Discs

Point-of-Contact: [Click here to enter text.](#)
Telephone Number: [Click here to enter text.](#)
Address: [Click here to enter text.](#)

Boxes

Please include the name of the Evidence Tech as the Point-of-Contact when returning evidence back to the Field Office.

Point-of-Contact: [Click here to enter text.](#)
Telephone Number: [Click here to enter text.](#)
Address: [Click here to enter text.](#)

Note: Customers are advised that 90 days from shipment of boxes and DVDs/CDs, all output will be removed from DocLab servers. It is vitally important that customers take a moment to ensure the output meets all requirements and provisions. Customers should make appropriate arrangements for long-term storage of digital media.

Field Offices are encouraged to upload pertinent case information to Sentinel upon completion of their review of scanned documents. When uploading to Sentinel, use the Sentinel-compliant Batch Level PDF (BPDF) (100 megabyte upload file size limit). Feel free to contact the Management and Logistics Unit with any questions.

Special Remarks: