SECURE HANDOFFS. DOCUMENTED OUTCOMES.

Beltmann

Chain-of-Custody Checklist

Track every asset from removal to closeout.

4 STAGES | 9 CHECKPOINTS

STAGE 01

Before Removal

- [ ] Reconcile the inventory against IT and facilities records.
- [ ] Flag data-bearing assets and assign disposition paths.

STAGE 02

At Pickup

- [ ] Confirm counts and identifiers against a signed manifest.
- [ ] Seal or tag containers and record any discrepancy.

STAGE 03

In Transit & Storage

- [ ] Log departure, storage location, access, and arrival.
- [ ] Verify counts on arrival.

STAGE 04

Processing & Closeout

- [ ] Reverify data-bearing assets before destruction.
- [ ] Record outcomes at the asset level and collect certificates.
- [ ] Reconcile final outcomes against the original inventory and store the records.