

APPENDIX G: Paper and Electronic Data Collection Form

Purpose of this tool

This tool was designed to summarize and record paper and electronic data reviewed throughout the investigation.

Who Uses this tool

- Incident investigator(s)
- Any additional workers involved in an incident investigation

How to Use this tool

Use this tool for each paper and electronic data reviewed throughout the investigation. Summarize the findings and relevance of the data and record any follow-up activities or questions.

Data Collection Form

INCIDENT DATE:
INCIDENT LOCATION:

PAPER AND ELECTRONIC DATA COLLECTION

INVESTIGATOR(S) NAME:		
DOCUMENT/RECORD NAME:	DEVELOPED/PRODUCED BY:	
DATE OF REVIEW:	DATE OF DOCUMENT:	TYPE: Paper Data Electronic Data
PERMISSION REQUIRED: Yes No	DATE:	PERSON GRANTING PERMISSION:
FINDINGS AND RELEVANCE TO INVESTIGATION:		
FOLLOW-UP ACTIVITIES AND QUESTIONS, IF ANY:		