| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 23-3089Responded to: 25 January 2024 |
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Please, first of all, accept my sincere apologies for the delay in providing a response to your request.

Your request for information is replicated below, together with our response.

**Please supply a copy of your force policy document(s) regarding forensic exhibit packaging including the exhibits recovery and storage.**

**Please supply a copy of your mobile phone / device recovery and storage policy if this is a separate document to that requested at 1.**

A copy of - Forensic Services Packaging of Test Items - is enclosed.

It has been subject to minor redaction (the removal of two pages) in terms of section 16(1) of the Act on the basis that the section 30(c) exemption applies.

To explain, disclosure of internal Police Scotland email addresses and direct dial telephone numbers can only serve to disrupt the well-established contact procedures in place for use by members of the public.

You may also find our [Productions National Guidance](https://www.scotland.police.uk/spa-media/ynpd5pfw/productions-national-guidance.doc) of interest.

There is no separate document that deals with the physical recovery and storage of mobile phones specifically. We do of course have documents that deal with the extraction/ recovery of digital evidence from mobile phones, but we felt these were not within the scope of your request.

Do please come back to us if such information would be of interest but I would advise you that much of the content will be operationally sensitive and likely subject to redaction given the subject matter.

## i) In relation to mobile phones and devices what packaging do officers and staff use within the force to store those devices seized as evidence / for examinationii) If that packaging is a box are the devices secured within the box and if so how are they secured.iii) If boxes are used who are the manufacture(s) of the boxes

Some information regarding packaging is available in the documents above.

Additionally, I can advise that there is a stock item provided by WA Products Scenesafe for the packaging of mobile phones (references B25551 and B25552).

Police officers have the option to write label information on the Tamper Evident bag, which is placed inside the cardboard box or, alternatively they can complete a sticky Production Label that can be used to seal the contents of the box.

If you require any further assistance please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by email or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by email or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.