

CQR: Administrative Records

**Definition of
administrative
records**

4.4.2

4.13.2.4

Administrative records includes non-analytical records such as

- requests for examination (DA-7)
- assignment notifications
- communication logs (which includes emails or any written communication)
- reports not directly generated by the laboratory, for example,
 - coroner and police reports, including photographs
 - sexual assault examination forms
 - internet and other computerized informational or research records that are attached to the laboratory examination records as reference materials

NOTE: Non-analytical records that are used by the analyst as a basis for reporting conclusions become part of the examination records (see [CQR: Examination Records](#) and appropriate sections of this manual). Examples may include autopsy reports and police photographs.

**Administrative
records
requirements**

4.13.2.8

Each page of the administrative records in the case record must bear the laboratory's unique case number.

There is no requirement that these pages be serially numbered, initialed, or dated.