

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.
