

Appendix A

EXPERT'S Reference :

**EXPERT'S INDEX OF UNUSED MATERIAL**

A listing of all the unused material held in relation to this case by:

This list is an example and is not designed to be exhaustive or exclusive  
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CJS URN

The following is a suggested list of all the unused material in the possession of the above named expert in this case (Note, the material should be considered to be NON-SENSITIVE, unless a specific flag exists to suggest it might be SENSITIVE). The list is provided in accordance with the guidance given in 'Disclosure: Experts' evidence and unused material: Guidance Booklet. for Experts

**EXPERT'S USE**

**CPS USE**

No.	Description of material	Location	Insert	Comment
			C, I or CND	
1	<b>FORMS</b> detailing : Receipt and Dispatch of items to laboratory; movement of items within and between sites; Submission forms detailing nature of offence, work required and details of suspects, victims etc	Case file		
2	<b>CASE NOTES</b> made at the time of the examination of the items: provide details of dates of examinations; details of packaging and integrity of items; records of work performed on the items, who was involved and dates; analytical and test results; details of quality checks	Case file		
3	<b>DRAFT REPORTS:</b> electronic and/or hard copy drafts of reports or statements sent out to police and CPS	Case file/ IT		
4	<b>ADMINISTRATIVE DOCUMENTS:</b> time recording sheets; case costings; delivery notes; invoices; records of enquiries with customer relating to costs etc	Case file		
5	<b>MINUTES:</b> of conversations with and instructions to other staff; [records of conversations with the OIC and other police personnel]; [records of conversations with Prosecutor and other CPS personnel]	Case file		
6	<b>RECORDS</b> of: material submitted but not examined; of material examined but relating to suspects not included in reports or statements; of work carried out by others, including the results; of procedures and techniques used during the examinations	Case file		
7	<b>RETAINED MATERIALS:</b> material from Items .....	Stores		
8	<b>SCENE OF CRIME</b> related material: written notes, [voice recorded notes], diagrams, photographs/images taken at the time of the scene attendance	Case file / IT media		
9	<b>POST MORTEM</b> related material: written notes, [voice recorded notes], diagrams, photographs/images taken during the post mortem examination of [name]	Case file / IT media		
10	<b>WITNESS STATEMENTS</b> from the following people : [name, ...]	Case file		
11	<b>ADDITIONAL INFORMATION</b> in the form of : maps, plans, photographs, videos relating to the scene of the offence; details of <i>modus operandi</i> ; details of related offences	Case file / Stores		
12	<b>DATABASES</b> , material from the following databases have been used: [name of database]	[source]		
13	<b>OTHER:</b>			
Completed by: _____ Signed: _____ Dated: _____			Reviewing Lawyer: _____ Signature:	Date: _____