5-04/050.00 - Category, Item Type, and Status for Property/Evidence in PRELIMS

Property and evidence booked into PRELIMS shall be identified by CATEGORY and ITEM TYPE for tracking and processing purposes. PRELIMS will assign an initial STATUS to each item. The STATUS is used to determine retention periods and disposition of each item. The STATUS may change based on case circumstances. All changes to the STATUS of a property/evidence item shall be recorded in PRELIMS.