



Investigation Evidence Log

One numbered index for every document, message, recording, and record an investigation touches — with chain of custody.

WHAT THIS HELPS YOU DO

Use this log to give every piece of investigation evidence an ID, a source, a date, and a storage location — so the file can be reconstructed, defended, and produced months or years later.

WHEN TO USE THIS DOCUMENT

- The day an investigation is opened
- Whenever any document, message, or recording is collected
- When evidence changes hands between HR, counsel, or leadership
- Before writing findings that cite any document
- When preparing a file for an agency, auditor, or attorney

WHAT THIS DOCUMENT HELPS PREVENT

- Evidence referenced in findings that no one can locate later
- Video and messages lost to routine retention deletion
- Chain-of-custody questions that undermine otherwise solid findings
- Confidential medical or personal records mixed into general files
- Reconstruction-from-memory when the matter resurfaces in litigation

Faulkner HR Solutions focuses on the system behind the people problem. This tool is designed to help employers slow down the decision, identify the risk, and create proof before the issue becomes a claim, complaint, turnover event, or credibility problem.

BEFORE YOU START: READINESS CHECKLIST

Gather the following before working through this document. Incomplete inputs are one of the most common reasons employer decisions fail under later scrutiny.

Have it	Input	Notes / location
☐	Employee name and role	
☐	Date of incident, request, or separation	
☐	Supervisor involved	



Have it	Input	Notes / location
☐	Policy or handbook section that applies	
☐	Prior documentation on file	
☐	Pay records, if applicable	
☐	Relevant emails, texts, notes, or complaints	
☐	Decision-maker name	
☐	Deadline, if applicable	



EVIDENCE LOG

Log evidence when it is collected, not when the report is written. An item that isn't logged, dated, and stored somewhere findable may as well not exist.

How to Use This Log

- Assign each item a sequential ID (E-01, E-02...) the day it is received.
- Record where the original lives and who holds it — the log points to evidence; it is not the evidence.
- Preserve first, evaluate second: suspend auto-deletion on relevant video, email, and chat the day the investigation opens.
- Keep medical, and other confidential records, in restricted storage and note the restriction in the log.
- Update the chain-of-custody table every time an item changes hands.

Evidence Index

ID	Description	Source / provided by	Date received	Relevance (what it shows)	Storage location

Chain of Custody

Evidence ID	Transferred from	Transferred to	Date	Purpose



Evidence ID	Transferred from	Transferred to	Date	Purpose

Preservation Actions

Done	Preservation step	Date / owner
☐	Email and chat auto-deletion suspended for involved accounts	
☐	Video footage exported before retention window expires	
☐	Access, badge, or system logs exported	
☐	Relevant personnel and payroll records copied to the file	
☐	Personal devices / texts: screenshots collected with date stamps visible	
☐	Physical evidence secured and location recorded	

Reviewer Notes

Note conflicts between items, gaps that need follow-up, and which evidence supports or undercuts each allegation.



Role	Name / signature	Date
Log maintained by		
Reviewed by		

STOP AND REVIEW BEFORE ACTING

If any statement below is true, pause. Get the decision reviewed by HR, counsel, or Faulkner HR Solutions before you act.

- ☐ The employee recently complained about pay, harassment, discrimination, safety, leave, or retaliation.
- ☐ The supervisor has no prior documentation.
- ☐ The decision is inconsistent with how similar cases were handled.
- ☐ The employee is on, or recently requested, protected leave.
- ☐ The issue involves pay, deductions, final wages, medical information, disability, pregnancy, injury, or protected activity.
- ☐ The decision will be visible to a board, council, funder, auditor, plaintiff attorney, or agency.

MINIMUM DOCUMENTATION STANDARD

Before this file is closed, the employer should be able to answer every question below and point to where the proof lives.

Question	Your answer / where the proof is stored
What happened?	
When did it happen?	
Who observed or reported it?	
What policy, standard, deadline, or expectation applies?	
What decision was made?	
Who had authority to make the decision?	
What alternatives were considered?	
What risk was reviewed?	
What follow-up is required?	
Where is the proof stored?	



COMMON MISTAKES

1. Collecting evidence into email inboxes and desktop folders with no index.
2. Discovering in week three that the security footage from week one is gone.
3. Citing 'the text messages' in findings without recording who provided them and when.
4. Storing medical records in the general investigation file.
5. Letting evidence move between people with no record of the handoff.
6. Treating the log as report-writing paperwork instead of a day-one discipline.

WHAT TO DO NEXT

Keep the log open until the matter is fully closed, then store it with the investigation report and retain both under your records retention schedule. If litigation or an agency charge is reasonably anticipated, notify counsel and confirm a litigation hold before anything is deleted.

Before you terminate, deduct, discipline, classify, or respond, get the decision reviewed.

Call 210.446.8730 or email thomas@faulknerhrsolutions.info.



Before you process payroll, terminate, classify, deduct, or respond to a claim, get the decision reviewed.

Need help applying this to a real workplace decision?

Faulkner HR Solutions helps Texas employers, nonprofits, municipalities, and growing businesses fix the people systems behind recurring workplace problems.

If this document raised a risk flag, do not guess your way through the next step.

Call: 210.446.8730

Email: thomas@faulknerhrsolutions.info

Website: faulknerhrsolutions.info

DISCLAIMER

This resource is provided for general employer education and planning purposes. It is not legal advice and does not create an attorney-client relationship. Employment laws, agency guidance, and local requirements may change. Employers should review the facts of each situation before acting and consult appropriate HR or legal counsel when needed.