

Deadline of Submission of Comments: 16-Dec-24  
Document Number: ANSI/ASB Std 207  
Document Title: Standard for Collection and Preservation of Document Evidence

Comment #	Text Line # (s)	Document Section	Type of Comment E-Editorial T-Technical	Current Document Wording	Proposed Revision	Revision Justification	For Working Group and Consensus Body use only, not to be completed by commenter.
							Final Resolution
1	53-55	3.9	T	requested writing Handwriting samples prepared by a particular person specifically for the purpose of comparison, usually to questioned material.	requested writing A subset of known writing. Handwriting samples prepared by a particular person specifically for the purpose of comparison, usually to questioned material.	consistency between definitions for requested and collected, the two types of known writing	Accept. Added to definition of requested writing
2	75-76	4.1	T	Document evidence can be examined for ... fracture matching, ...	Document evidence can be examined for ... physical fit, ...	replace outdated term with current term	Accept. Changed fracture matching to physical fit for consistency throughout document
3	76	4.1	E	fracture matching	physical fit	Physical fit is used later in the standard (10.1) and should be considered as a replacement to 'fracture matching' for consistency.	Accept. Changed fracture matching to physical fit for consistency throughout document
4	99	4.4	T	If original writing is on a fixed substrate (e.g., wall, floor) and cannot be collected, the questioned writing shall be preserved by uncompressed examination quality photography with the camera lens perpendicular to the sample, proper lighting (e.g., even lighting, avoidance of over exposure) and the inclusion of a scale	If original writing is on a fixed substrate (e.g., wall, floor) and cannot be collected, the questioned writing shall be preserved by examination quality photography.	The way to photograph is outside of the scope of this document. I would also consider adding a definition of examination quality photograph.	Reject. Included language on how to take examination quality photographs was added as a reminder for the target audience, was not intended to be instruction
5	113-114	4.4.9	T	Plastic packaging should be used for samples that may be subject to indentation analysis...	Paper packaging should be used for samples that may be subject to indentation analysis...	Instrumentation for indentation analysis uses static electricity. Plastic packaging has the potential of introducing static electricity as well as marring machine printed entries (e.g., toner) if stored improperly. Breathable packaging such as paper is recommended for all documents, when possible, despite specifics of the examination request.	Accept with modification. Removed statement because Section 7 describes how to collect documents for indented writing
6	114	4.4.9	T	Plastic packaging should be used for samples that may be subject to indentation analysis and are not subject to DNA or latent print analysis.	"Plastic packaging should be used for samples that may be subject to indentation analysis and are not subject to DNA or latent print analysis, so long as it is not stored long term."	Plastic packaging may not be suitable for long term storage of documents as plastisizers in the plastic may negatively interact with documents.	Accept with modification. Removed statement because Section 7 describes how to collect documents for indented writing
7	120	4.4.12	T	If the collection or preservation of document evidence is beyond the technical skills, knowledge, or resources available to the scene investigator, a FDE or other individual with the appropriate expertise shall be contacted for consultation or assistance.	"If the collection or preservation of document evidence is beyond the technical skills, knowledge, or resources available to the scene investigator, a FDE or other individual such as paper conservator with the appropriate expertise shall be contacted for consultation or assistance.	Paper conservators may be able to advise on practices that will minimise harm to documents.	(Now 4.4.11) Accept with modification. Added language as (e.g., document conservator)
8	126	5.1	E	documents with a known author (e.g., collected writing) or a requested writing...	documents with a known writer (e.g., collected writing) or a requested writing...	Author is a term for a professional writer as in a book, article, or report. "Writer" is the preferred term for someone who has produced a specimen document.	Accept. Changed author to writer
9	140	5.2.1	T	Blank pages potentially associated with existing documents can contain decipherable indentations.	Blank pages or other documents bearing writing or machine printing potentially associated with existing documents...	Indentation examinations are not limited to only blank documents. The presence of writing or machine printing on a document does not inhibit an indentation examination/association.	Accept. Language added
10	134	5.2.1	A	Collected writings which could be attributed to a suspected writer(s), such as receipts, checks, business records, correspondence, applications, identification cards, or diaries	Collected writings which could be attributed to a suspected writer(s), such as receipts, checks, business records, correspondence, applications, identification cards, or journals.	Diaries reads oddly here. I would suggest journals which is all encompassing	Accept. Changed diaries to journals
11	151	5.3	T	Protocols for obtaining requested writing samples shall be determined by the laboratory performing the examination.	Protocols for obtaining requested writing samples could be determined by the laboratory performing the examination.	even if it is desirable that the person collecting the requested material has been advised by the laboratory which will carry out the examination, the requested documents obtained without the assistance of the laboratory may still be valid.	Accept with modification. Changed shall to should to allow for more leniency
12	end note	5.3	T	Add a note after 5.3	Note: Due to the ability of a suspect to alter (disguise) his or her natural writing when providing requested writing, every attempt should be made to obtain collected writing samples.		Accept with modification. Added as a new section. Changed suspect to subject Added contemporaneous collected writing samples
13	159	6.1.1	T	NOTE Writing instruments may be collected, but have limited value to a FDE examination.	Delete NOTE	The declaration "have limited value to a FDE examination" is incorrect and misleading. Examinations to associate/disassociate a writing instrument and a document can be done based on microscopic characteristics, optical properties of the ink/document, and/or chemical properties of the ink.	Reject with modification. Changed NOTE to say "may have limited value"
14	155 to 158	6.1.1	T	Document evidence can be associated with the materials or equipment used to generate the document. In these cases, possible materials/equipment such as office equipment (e.g., printers, shredders, typewriters) or paper products (e.g., printer paper, envelopes, labels) shall be collected for comparison purposes.	Document evidence can be associated with the materials or equipment used to generate the document. In these cases, possible materials/equipment such as office equipment (e.g., printers, shredders, typewriters), writing instruments (e.g., pens, markers, pencils), or paper products (e.g., printer paper, envelopes, labels) shall be collected for comparison purposes.	Update based on deletion of line 159 NOTE	Reject. Writing instrument is inclusive of examples given
17	159	6.1.1	E	NOTE Writing instruments may be collected, but have limited value to a FDE examination.	NOTE Writing instruments may be collected, but may have limited value to a FDE examination.		Accept. Added may to NOTE
15	156	6.1.1	T	document. In these cases, possible materials/equipment such as office equipment (e.g., printers,...	document. In these cases, possible materials/equipment such as office equipment (e.g., printers, photocopies, all-in-one machines,...	Expand list of office equipment to include photocopiers and all-in-one (printer/scanner/photocopier) machines	Accept with modification. Added photocopier. List is just examples, not meant to be inclusive
16	157	6.1.1	T	Document evidence can be associated with the materials or equipment used to generate the	Document evidence can be associated with the materials or equipment used to generate the	Suggest adding "stamping devices" to this section	Reject. The such as statement is not meant to be inclusive of all possible materials/equipment
18	170	6.2.2	T	If test prints are taken at the scene, they shall be submitted along with the machine.	If test prints are taken at the scene, they should be submitted along with the machine.	It is not always possible to collect the machines from a scene, a business. It is sometimes not possible (as in 10.3.4).	Accept with modification. Added general guidance on test prints when machine cannot be collected
19	170	6.2.2	T	Machines should not be altered in any way to include removal of ink/toner cartridges,	Add: and the manner in which they were taken.	The manner in which machine evidence was collected should probably be recorded.	Reject with modification. Addition of 6.2.2.1 adds more language on test prints
20	173	6.2.4	T	components, and machine repair and service history shall be recorded.	components, and machine repair and service history shall be recorded along with operator's manuals if available.	Suggest to add that operator's manuals be collected if they are available.	Accept. Added to language
21	172	6.2.4	T	Upon collection, the make, model, serial number, information about any toner supplies and	Upon collection, the make, model, serial number, information about any ink/toner cartridge supplies and	Add information for ink(jet) rather than limiting to just toner (as also done in section 6.3)	Accept. Added "ink" with toner supplies
22	189	6.3.3	T	The make, model, and color of the ink/toner cartridge shall be recorded.	The make, model, and color of the ink/toner cartridge shall be recorded, and if the lot numbers if known.	Recording of the lot numbers for ink/toner cartridges may be relevant and if the information is available it would be beneficial to record it.	Accept with modification. Revised the section for clarity and added to language

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23	196	7.1	A	Documents collected for suspected indented writing examinations should be submitted to a FDE for Electrostatic Detection Device (EDD) examination prior to DNA or latent print processing. DNA and latent print processing will <del>destroy suspected indented writing.</del>	N/A	I would suggest defining a EDD in definitions	Reject. Definition of EDD is not relevant to scope of document
24		7.1	T	Documents collected for suspected indented writing examinations should be submitted to a FDE for EDD examination prior to DNA or latent print processing. DNA and latent print processing will destroy suspected indented writing.	Documents collected for suspected indented writing examinations should be submitted to a FDE for Electrostatic Detection Device (EDD) examination prior to DNA or latent print processing. Latent print processing will destroy suspected indented writing as DNA examinations could partially damage <del>suspected indented writing.</del>	DNA sampling is not always detrimental to the search for latent writings (small sample/area of swabbing). It may be appropriate to limit the risks of DNA contamination by carrying out the DNA search before the search for latent writings. Our policy requires DNA first then Documents then Finger prints.	Reject. Will destroy is inclusive of partially destroy
25	203	7.2	T	<del>to extreme temperature environments.</del>	to extreme temperature and humid environments.	Add humid (as noted in section 4.4.11)	Accept. Added humidity to the list
26	203	7.2	T	to extreme temperature environments	to extreme temperature environments <i>and humidity</i>	Recommend that documents and related materials not be exposed to extreme humidity.	Accept. Added humidity to the list
27	213	8.2.1	E	and allow the documents cool prior to collection.	and allow the documents to cool prior to collection.	add "to" for grammatical correction	Accept. Added "to"
28	211	8.2.1	T	Scene investigators shall ensure charred documents are completely extinguished prior to collection. If heat, embers or smoke are present, extinguish the charred documents by suffocation and allow the documents <del>cool prior to collection.</del>	N/A	May want to consider specifying how you want the scene investigator to "suffocate" the document without damaging it or flattening it, because it is mentioned in 8.2.5	Accept with modification. Added examples and "with minimal manipulation"
29	218	8.2.4	A	Charred documents are often found in multiple fragments. All fragments of the charred document shall be collected	Charred documents are often found in multiple fragments. All fragments of the charred document should be collected	This should be a should. Being that these fragments could blow away, or be impossible to find, we should make the best attempt to collect them all. It may be unreasonable on some scenes to collect every charred fragment, <del>especially if it is in a pile of burnt remains.</del>	Accept with modification. Added "all available fragments..."
30	221	8.2.6	A	Charred documents shall be transported in-person to the laboratory rather than mailed or shipped to protect the documents from being further <del>damaged.</del>	Charred documents should be transported in-person to the laboratory rather than mailed or shipped to protect the documents from being further <del>damaged.</del>	Some departments may have hours to drive to a lab, or in the case of the federal agencies, it is in another state. This may not be feasible, so I <del>suggest a should.</del>	Reject. Transportation of evidence in-person is the best method to preserve the evidence
31	221	8.2.6	T	Charred documents shall be transported in-person to the laboratory rather than mailed or	<i>To the extent possible</i> , charred documents shall be transported in-person to the laboratory rather than mailed or	It is agreed that transporting charred documents in-person is the best, there are situations where this may not be possible for legal and/or <del>technical reasons.</del>	Reject. Transportation of evidence in-person is the best method to preserve the evidence
32	242	9.3.1	T	document should be maintained in the liquid, frozen, or otherwise preserved.	document should be maintained in the liquid, frozen, or otherwise preserved. <i>Freeze drying may be the most suitable method, consultation with an FDE is recommended.</i>	While not always available, freeze drying of documents may be the most suitable method of document restoration and preservation.	Reject. Freeze-drying is completed by the FDE
33	268	10	A	Torn,Cut,orBrokenEvidence	Rename to Document Evidence	Consistent with other areas of the document	Accept. Changed Evidence to Documents
34	293	10.3.5	T	Fragments contained within the shredder blades shall also be collected	Fragments contained within the shredder blades shall also be collected when physically possible.	It may not always be possible to retrieve the fragments from the shredder blades depending on the shredder.	Reject with modification. Move statement to 10.3.3.1 to be more clear. Additionally, two paragraphs have been added to 4.1 regarding complying with ANSI/ASB Std 159, and if requirements in this document cannot be met, the deviation <del>shall be documented and explained.</del>
35			Ballot Comment	Hello. I have not had enough exposure, time, or opportunity to properly evaluate this BQ due to the recency of my joining the ASB. Thank you.			Noted

Date of Comments

4/17/2025

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1	238	8.2.6	T	Charred documents shall be transported in-person to the laboratory rather than mailed or 238 shipped to protect the documents from being further damage	We originally commented on this during open comment and said it needs to be a should not a shall and that was rejected. We feel strongly this is NOT possible for everyone.	Best practice is defined as a SHOULD. Shall is a requirement. If you are processing scenes as a federal agent, you cannot transport in person (lab is in VA). You have to ship it. We have other members who work for state labs that would also not be able to drive to transport in person. Please reconsider.	Reject with modification. Language was added to be more clear on steps to take when in-person delivery is not possible. CB members felt strongly about leaving the shall in the statement since charred documents risk complete destruction through mail delivery.
2			Ballot Comment	One comment from my agency was asking what a document conservator was. WG may have to consider defining that term, used in section 4.4.11			Accept.
3			Ballot Comment	Does this document have the same applicability issue that was raised on our other documents in relation to death investigators? Should the applicability issue be resolved before we approve this document for publication?			Accept. Added language similar to language being added to Std 195 regarding specialty scene investigators

Deadline of Submission of Comments: 6-Oct-25

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1		8.3 (New)	E	8.2.6 (Replace with 8.3)	<p>8.3 Transportation</p> <p>8.3.1 Charred documents could potentially be damaged during the mailing or shipping process, therefore, to prevent damage in-person delivery is preferred.</p> <p>8.3.2 An FDE shall be consulted for packaging and transportation guidance if in-person delivery to the laboratory is not possible.</p>	Shall be documented in person followed by in person deliver is preferred read as conflicting guidance	Accept with modification. Section 8.2.6 removed and 8.3 Transportation Added: 8.3.1 An FDE shall be consulted since charred documents are likely to be damaged during the mailing or shipping process. To prevent damage, in-person delivery is preferred.
2			Ballot Comment	<p>I don't want to be the monkey wrench here so I am abstaining and deferring to the majority, however, I'm having reservations with the wording 8.2.6 "Charred documents shall be transported in-person to the laboratory rather than mailed or shipped. Documents could potentially be damaged during the mailing or shipping process, therefore, to prevent damage in-person delivery is preferred. If in-person delivery to the laboratory is not possible, an FDE shall be consulted for packaging and transportation methods." I'm sorry if I missed a meeting or vote or something and the trouble that comes. If the documents "shall" be transported in person, we can't say in-person transport is "preferred". That insinuates there are other acceptable methods, but that one is preferred over all others. The modification that was added to help flush out the original negative public comment also suggests there may be other ways to deliver a charred document which weakens the in-person requirement.</p>			Accept with modification. Section 8.2.6 removed and 8.3 Transportation Added: 8.3.1 An FDE shall be consulted since charred documents are likely to be damaged during the mailing or shipping process. To prevent damage, in-person delivery is preferred.