

EXPLANATORY NOTE

At Para. 7: The sentence: “For images, only the single TIFF (Text Image File Format) file or the affected page(s) shall be re-issued in the appropriate directory/level structure named herein”, has been changed into: “For images, only the single TIFF (Text Image File Format) or PDF file or the affected page(s) shall be re-issued in the appropriate directory/level structure named herein”.

At Para. 15: the following has been added:

- ⦿ Alternatively, single or multi-page PDF for all potential evidence, evidence and material, and MP4, MP3 for video and audio material, as described below:
 - Non-digital material shall be scanned, and converted into PDF with an embedded OCR (Optical Character Recognition). All submitted PDF’s should be searchable. Handwritten documents should be submitted as Searchable PDFs to the extent possible.
 - Audio shall be converted to MP3 at 80 kbps. Video shall be converted to MPEG4 (HEVC H-265 MPEG-H) at 2Mbps.

Para. 22(B) has been added in order to reflect a second numbering regime as follows:

22(B). Numbering Regime 2:

The base numbering regime for the ‘Doc ID’ has three levels (four levels for multi-page items), SSS-PPP-DDDDDDDD-NNNNNN where:

SSS: is the prefix that acts as an identifier for the situation the evidence or material has been collected for. Padded characters will be used (i.e. must be 3 alpha/numeric characters) (e.g. AUS);

PPP: is the participant identifier. This field represents the participant that electronically registers the item of potential evidence, which is the participant that collected the item from the source¹. Padded characters will be used (i.e. must be 3 Characters – may be alpha/numeric digit) in accordance with the prefixes in Appendix A attached (e.g. OTP). The Registry shall ensure the uniqueness of the participant identifiers;

DDDDDDDD: this is the unique eight-digit running document number of each evidentiary material item processed and loaded into a case, regardless of whether it includes one or more pages. The document number is padded with zeros, the minimum value is 00000001 and the maximum value is 99999999 (eight characters in length).

NNNNNN: this is a six-digit page level numbering applied at the end of the unique document number for items with multiple pages. The page number is padded with zeros. Within a document, the minimum page number value is 000001 and the maximum value is 999999 (six characters in length).

Examples:

DRC-OTP-00000006 (Doc ID of a single page item)

DRC-OTP-00000004-000001 (Doc ID for page 1 of a multi-page item)

DRC-OTP-00000004-000002 (Doc ID for page 2 of a multi-page item)

Para. 23: the following paragraph has been added:

Numbering Regime 2: Where an original electronic item must be converted to the standard image format, as described in paragraph 22(B), in addition to the base numbering, submitting entities shall ensure that the page number is clearly labeled on each page. For this, an additional six digit page number suffix shall be added, padded with zeros, to a maximum value of 999999.

Para. 27: the following paragraphs have been added:

- For a single-page item, the Doc ID and page label would be the same, e.g. DRC-OTP-00000004-R01
- For a multi-page item, the Doc ID would be DRC-OTP-00000005-R01, and page label would be DRC-OTP-00000005-000001-R01 (page 1), DRC-OTP-00000005-000002-R01 (page 2)

The field Host Document Number (see below table at section D) of any redacted version should indicate the Doc ID of the original unredacted version (for example: DRC-OTP-0004-0001 or DRC-OTP-00000004).