

# Examination Preliminary I.T. Questionnaire



## Overview and intent of the questionnaire

The purpose of this document is for the computer forensic examiner to gain knowledge about the I.T. infrastructure of a company/ location, in order to be able to form an effective initial strategy for the forensic acquisition/collection, preservation and analysis of digitally stored information.

Please complete the following sections, and feel at liberty to add additional information at length about your I.T. infrastructure:

**1. Workstation/Desktop/Laptop Computer System**

**a. Hardware**

- i. Brief description
- ii. Make & model
- iii. Serial Number

**b. Software**

- i. Operating system version  
*(i.e. Windows 7 Professional)*
- ii. Programs of relevance  
*(i.e. Microsoft Office 2010, MYOB)*

**c. Location of the Device**

*Where is this device presently located i.e. company/address.*

**2. Server System**

**a. Hardware**

- i. Brief description
- ii. Make & model
- iii. Serial Number

**b. Software**

- i. Operating system version  
*(i.e. Windows Server 2008)*

**c. Programs of relevance**

**d. Location of the Device**

*Where is this device presently located i.e. company/address.*

**3. Other Digital Storage Devices**

*CD/DVD, external hard drive, USB memory sticks/thumb drive, camera memory card, mobile phone.*

Device Description	Make & Model	Serial Number	Comments	Location of the device
1.				
2.				
3.				

**4. Backup Procedure**

- a. Describe the backups carried out on the above devices
- b. Media used (Tape, CD/DVD, External hard drive, USB memory stick)
- c. Frequency of the backups performed
- d. The location of the backed-up media  
*i.e. Where are the tapes located at the moment?*

**5. Business interruption considerations for the proposed computer investigation.**

- a. Comment on issues which may affect the easy access by the computer forensic examiner to the computer systems or devices, necessary to copy important data.

*The computer system will most likely need to be completely shut-down for a period of between several hours to potentially days in the case of large server systems.*

**6. Security and Safety for the Computer Examiner**

Comment on the following, if our examiner is to visit your site:

- a. For the area where the computer examiner will work, is the area able to be securely locked?
- b. Is the matter desired to be kept confidential from the persons being met by the computer examiner or others when on-site carrying out the computer examination.
- c. Other issues of relevance concerning Security and Safety for the examiner.