

1. Issuing Date: (mm/dd/yyyy)

☐ Property Received

3. Received from: (Name and Address)

[illegible]

PROPERTY RECEIPT

SECTION II (Continued)

[illegible]

INSTRUCTIONS FOR COMPLETING FSIS 8200-1

If, during the course of an investigation, original records, documents, or items, such as personal property, are collected as evidence or to make copies of records or documents for evidence, the authorized program official will issue a Property Receipt to the owner or custodian of the records, documents, or items. Enter the appropriate information as follows in the Property Receipt.

SECTION I

1. **Issuing Date:** Enter the issuing date.
2. **Receipt for: (Check One)** - Property received or property returned as applicable for the action being documented.
3. **Received from: (Name and Address)** - Enter the name and address of the owner or custodian.

SECTION II

4. **Description of Property:** Enter a description of the property.
- 5A. **Received from: (Date)** - Enter the date the property is received from the owner or custodian.
- 5B. **Received from: (Initials)** - Have the owner or custodian initial the receipt.
- 6A. **Returned to: (Date)** - Enter the date the property is received from the owner or custodian.
- 6B. **Returned to: (Initials)** - Have the owner or custodian initial the receipt.
7. **Received by: (Signature and Title)** - Enter the signature of the program official receiving the property.
8. **Date Signed:** Enter the date the property is received from the owner or custodian.
9. **Received by: (Signature and Title)** - Enter the signature of the program official returning the property.
10. **Date Signed:** Enter the date the property is returned to the owner or custodian.