



Evidence, Data Handling, and Record Retention Policy

Operating policy for client files, weather data, imagery, report exhibits, and confidential materials.

Meteorology Consulting • Forensic Weather Analysis • Aerial Documentation

File Intake and Organization

Client materials may include pleadings, claim records, weather data, photographs, videos, inspection reports, engineering reports, emails, aerial imagery, property information, timelines, and prior expert materials. EKAS may organize materials by matter, property, date, hazard type, and deliverable category.

Data Integrity and Source Tracking

- Weather and geospatial data should be documented by source, product, access date, date/time, station/site, radar, model/source, and processing notes where appropriate.
- Report exhibits should be traceable to supporting data or source materials.
- When practical, EKAS preserves working copies of key input files, generated graphics, and final deliverables.

Confidentiality and Privilege

Clients should clearly identify privileged, confidential, protected, sealed, or sensitive materials before transmission. In legal matters, counsel is responsible for privilege strategy and authorized distribution.

Aerial Media Handling

- Aerial files may include metadata, timestamps, GPS information, neighboring property, vehicles, people, or sensitive site details.
- EKAS may crop, blur, redact, withhold, or limit distribution where privacy, safety, legal, or ethical concerns apply.
- Raw media is not necessarily part of the final deliverable unless included in the written scope.

Retention

Retention periods may vary by matter type, client instructions, legal requirements, professional-defense needs, tax/billing records, insurance requirements, and business operations. EKAS may retain records for quality control, compliance, professional reference, legal defense, and business recordkeeping unless a written retention/destruction agreement states otherwise.