

Records Packet — Cover Sheet

EXAMPLE OF A COMPLETED PACKET

Everything in this example is invented. It shows what the packet looks like once a writer has filled it in; the documents you receive are blank.

Item	Entry
Prepared by	Jordan Ellis
Institution	Example State University
Course / program	ENG 102 — Composition II, Section 14
Assignment	Rhetorical Analysis Essay
Assignment submitted	March 3, 2026
Notice received	March 11, 2026
Packet assembled	March 14, 2026
Exhibits enclosed	12 exhibits, lettered A through L
Records span	February 18, 2026 to March 14, 2026

This packet contains records assembled by the person named above. Every enclosed item is listed in the Exhibit Index and described on a caption sheet. Originals are retained unaltered; the enclosed copies are redacted only as noted on their caption sheets.

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EXAMPLE — fictional student, institution, and assignment, shown to illustrate a completed packet. The Evidence Packet ships blank:
gatheredwork.com/kit.html

Exhibit Index

EXAMPLE — EVERY ENCLOSED ITEM, IN ORDER

Ex.	Description	Date(s)	Source / format	Pages
A	Assignment prompt as posted	Feb 18, 2026	LMS, PDF export	2
B	Course syllabus, AI-use section	Jan 12, 2026	LMS, PDF export	1
C	Handwritten outline, photographed	Feb 20, 2026	phone photo	3
D	Source notes taken while reading	Feb 21, 2026	Google Docs PDF	4
E	Draft 1, complete	Feb 22, 2026	Google Docs PDF	5
F	Version history, full timeline	Feb 20 – Mar 3, 2026	Google Docs, screen capture	6
G	Version history, named versions detail	Feb 20 – Mar 3, 2026	Google Docs, screen capture	4
H	Draft 2, with instructor comments	Feb 26, 2026	Google Docs PDF	6
I	Messages with writing center tutor	Feb 27, 2026	email export	2
J	Writing center appointment record	Feb 27, 2026	confirmation email	1
K	Final submission receipt	Mar 3, 2026	LMS receipt PDF	1
L	Notice of concern, with attachment	Mar 11, 2026	email PDF	3

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Chronology

EXAMPLE — THE WORK, IN CALENDAR ORDER

Date	Event or artifact	Ex.	Notes
Jan 12, 2026	Syllabus posted; AI-use section read	B	
Feb 18, 2026	Assignment posted	A	Due Mar 3
Feb 20, 2026	Outline handwritten in class notebook	C	
Feb 21, 2026	Sources gathered; reading notes taken	D	
Feb 22, 2026	Draft 1 written — word count 0 to 1,140	E, F	
Feb 26, 2026	Draft 2 — instructor comments addressed, 1,140 to 1,610	H, F	
Feb 27, 2026	Writing center appointment, 30 minutes	I, J	
Mar 1, 2026	Revision pass — 1,610 to 1,742	F, G	
Mar 3, 2026	Final submitted, 10:41 p.m.	K	
Mar 11, 2026	Notice of concern received	L	
Mar 12, 2026	Version history captured; document not edited	F, G	
Mar 12, 2026	All files duplicated to two locations		laptop + external drive
Mar 14, 2026	Packet assembled		

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Evidence Caption Sheet

EXAMPLE — ONE BLOCK PER EXHIBIT, PLACED IN FRONT OF IT

Field	Entry
Exhibit letter	F
Description	Google Docs version history for “Rhetorical Analysis — Ellis”, full timeline view
Date or range	February 20 – March 3, 2026
Where the original lives	Google Docs account of Jordan Ellis; document not opened for editing since submission
How this copy was made	File → Version history → Show version history; full-page screen captures taken March 12, 2026 and exported to PDF the same day
Original retained, unaltered	Yes — original remains in the account; no edits after March 3, 2026
Redactions on this copy	Avatar and email address of a classmate who commented on Feb 26 blacked out; nothing else removed
Optional — SHA-256 fingerprint	50d858e0985ecc7f60418aaf0cc5ab587f42c2570a884095a9e8cca cd0f6545c

Every entry above is a statement of fact the writer could repeat in a meeting. The caption answers what a careful reader asks of any record: what it is, where the original lives, how this copy was made, whether the original is intact, and what was removed from the copy.

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