VIDEO FORENSICS AUSTRALIA · CHECKLIST

CCTV evidence preservation checklist

Work through this list as soon as you know footage may matter. Keep the earliest, most original version of every file, exactly as it was recorded.

7–30 days **Many CCTV recorders overwrite footage within 7 to 30 days, and some much sooner. Start today.**

DO

- [ ] **List every relevant camera**
  Include neighbouring premises and car parks, and a wide time window.
- [ ] **Stop the footage being overwritten**
  Export now, or ask the owner to protect or lock the period.
- [ ] **Photograph the recorder's clock**
  Next to a reliable clock such as a phone. Do not change it.
- [ ] **Export in the native format**
  Every camera, with the player software. No MP4 conversion.
- [ ] **Record the system details**
  Recorder make and model, camera positions, who exported.
- [ ] **Check it plays, then make a second copy**
  Keep the original export unchanged.
- [ ] **Write down how it was obtained**
  Who, when, from which system, and who has held it since.
- [ ] **Call an expert before sending**
  We will arrange an encrypted transfer or courier.

DON'T

- ✕ **Film the screen with a phone**
  It loses detail, timing and metadata.
- ✕ **Convert or compress the file**
  Conversion can drop frames and timestamps.
- ✕ **Send it by messaging app or email**
  These re-compress video and strip metadata.
- ✕ **Trim, rename or re-save files**
  Keep the export exactly as created.
- ✕ **Change the clock or move cameras**
  Both are needed as they were at the time.

RECORD

- Location and cameras
- Date and time window
- Recorder make / model
- Exported by, and when
- Clock photo taken

Need help securing footage?
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