

CCTV Evidence Checklist

A practical checklist for preserving recorder context and native exports.

Preserve the recorder

Do not overwrite, reset, reconfigure or remove storage media unless necessary to prevent loss.

Record make, model, serial number, system time, displayed time and camera layout.

Export correctly

Prefer native/proprietary export with the vendor player and metadata where available. Export the relevant period plus a reasonable margin before and after.

Retain context

Keep the recorder, storage media, export logs, passwords and details of the person who performed the export.

Quick checklist

	Action
	Photograph recorder and connected cameras
	Record system time versus actual time
	Export native footage and vendor player
	Export a viewing copy separately
	Calculate and retain hashes
	Document who performed the export

Important: This guide is general information and does not replace matter-specific legal advice or forensic direction. Do not send original evidence through ordinary email or messaging applications unless secure transfer arrangements have been agreed.