

VIDEO SURVEILLANCE LOG AND ANNUAL REPORT FORM

Site: _____ Supervisor: _____ Date: _____

Annual Video Surveillance System Report Checklist and Access Log for the _____ school year

FACILITIES – annual site review	Completed
Designated viewing locations are secure and accessible only under supervision of designated individuals.	
All areas of the site under video surveillance is identified with appropriate signage.	
Any areas of the site with signage has working surveillance.	
DATA – annual data retention process	
Any footage used for decision making (discipline, etc) has been saved to a folder titled “Archive”.	
Any footage over 1 year old has been deleted from the “Archive” folder.	
Any footage that is subject to an expected or ongoing legal proceeding has been saved to a folder titled “Archive - Legal”.	
Any footage no longer required to be kept within the “Archive - Legal” folder has been deleted.	
All other footage has been deleted.	
Access Log Attached.	
COPIES – identify details of any copies made for investigative reasons	Date

Video Surveillance Access Log

[illegible]

Last reviewed: October 2017