Evidence Log

I. Section A – Documentary Evidence

Instructions: List and describe all documents gathered during the investigation, such as emails, text messages, printed materials, social media posts, disciplinary records, reports, and any physical items. Note how each item was obtained and how it will be stored or preserved.

#	Type of Evidence	Description / Relevance	Source (person/system)	Date Collected	Storage Location / Method
1					
2					
3					
4					
5					
6					
7					
8					

☐ Physical evidence collected? (e.g., clothing, objects):

Describe and list storage method: _____

Storage location: _____

Chain of custody initiated? ☐ Yes ☐ No

II. Section B – Video Surveillance Evidence

Instructions: Document any relevant security camera footage reviewed, saved, or requested as part of the investigation.

#	Location of Camera	Date/Time Range Reviewed	Relevance of Footage	Was Footage Saved?	Storage Location / File ID
1					
2					
3					
4					

☐ I confirm that all relevant video footage has been secured and saved in a manner that prevents deletion, editing, or overwriting.

Signature of Principal: _____ Date: _____