

VIDEO SURVEILLANCE RECORDING RELEASE FORM

Date \_\_\_\_\_ Time \_\_\_\_\_ Video Surveillance ID # \_\_\_\_\_ File # \_\_\_\_\_

Name of School/Facility \_\_\_\_\_

Location of Video Storage Device \_\_\_\_\_  In-Use  Used

Type of Video Surveillance Recording  Tape  CD  DVD  Disk  Other (Specify) \_\_\_\_\_

Name of Authorized Individual Releasing Video Recording of Surveillance: \_\_\_\_\_

Position of Authorized Individual Releasing Video Recording of Surveillance: \_\_\_\_\_

Signature \_\_\_\_\_

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Name of Individual Taking Custody of the Video Surveillance Recording: \_\_\_\_\_

Position \_\_\_\_\_ ID # \_\_\_\_\_

Organization \_\_\_\_\_ Telephone # \_\_\_\_\_

Purpose or Reason for Release \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

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A separate form must be completed each time a video surveillance recording is released.  
Copies to be made and distributed as required.  
Video surveillance recording means videotapes or any other tape, CD, DVD, disk, hard drive or other device used to store information from a video surveillance/electronic monitoring system.