



Guidelines for digital video recorder (dvr)/network video recorder (nvr) submissions:

- Obtain the recorder quickly since the recorder will eventually record over older video and it will no longer be available for backup.
- Be sure to document the video recorder's date and time with that of an atomic time source. That way, if there is a difference between the recorder date/time and the actual date/time, the offset can be calculated.
- Check to see if the recorder can be powered down via the menu, if not go ahead and pull the plug.
- Be sure to submit the power supply since some are unique to the recorder.
- Try and obtain the user name and password needed to log into the recorder.
- If a manual is available, please submit it.
- If the owner of the recorder wants it back quickly, let the forensic laboratory know as soon as possible.
- Make sure to include the address of where the recorder was obtained, make/model and serial number of the recorder on the submission form.
- Even if a recorder has been damaged in a fire, there still is a chance the forensic laboratory can obtain video from the hard drive.
- It is recommended that the forensic laboratory make a forensic image or "copy" of the entire contents of the recorder's hard drive. That way, if additional video needs obtained and the recorder has already been returned the owner, the forensic laboratory will have access to the video.
- If a forensic image of the recorder hard drive is made, the submitting agency will have to provide a hard drive in which the copied data will be placed onto. The provided hard drive will need to be larger in size than the video recorder hard drive. Eg. If the submitted DVR hard drive is 1 terabyte in size, a 1.5 Tb or 2 Tb hard drive will need to be provided to the forensic laboratory for copying the data. An SFM FL video technician will need to open up the recorder to see what size hard drive is inside.
- On the submission form, include the scope of time that needs to be saved from the recorder.