THEODOROUS

LAW FIRM

Evidence preservation

A preparation worksheet for a private discussion with your solicitor. Complete a separate item record on page 2 for each source of material.

☐ **Identify the source**
Record what may exist, who holds it, where the original is kept and the relevant date range. Examples include messages, CCTV, invoices, diaries and location records.

☐ **Explain the issue**
In one or two sentences, explain which event or disputed fact the material may help establish. Separate what you know from what you believe might exist.

☐ **Flag any risk of loss**
Note automatic deletion, CCTV overwrite, an expiring account or a device problem if known. Record the source of any retention information; do not guess a deadline.

☐ **Keep originals intact**
Do not delete, edit, crop or overwrite the original material. Keep surrounding messages and dates. Ask your solicitor how copies or digital material should be obtained and supplied.

☐ **Agree the next step**
Tell your solicitor promptly about urgent material. Agree who should request preservation or access, and keep the request and response. A preservation request does not guarantee retention or release.

For discussion, not automatic submission. Do not send this worksheet to police, a complainant or a witness without advice. Do not access another person’s account or contact someone in breach of bail or another restriction. Do not coordinate accounts.

Official background
CPS Disclosure Manual, Chapters 5 and 30: focused lines of enquiry, third-party material and digital evidence. These chapters describe investigation and disclosure practice; this worksheet is a practical preparation aid, not a statement of a universal right to obtain records.

CPS Chapter 5: reasonable lines of enquiry and third parties
CPS Chapter 30: digital material
Sources checked 12 October 2026.

Item record

Print this page again for each item. Keep the completed sheet securely and discuss it privately with your solicitor.

Item reference and date of this note

Material, holder and location of the original

Relevant dates / time range and why the material matters

Risk of loss / known deadline and source of that information

Action agreed with solicitor / person responsible / date

Request sent / response / follow-up date

Keep the original material separate and unchanged. This sheet records enquiries; completing it does not instruct the firm or confirm that evidence has been preserved.