

Documentation

Do it Now

- **Before deleting, save**

- If it's an online post (web page, social platform), take a screenshot
- If it's a video, secure to a hard drive
- If it's an email, save and don't forward to preserve ISP
- If it's a text, screenshot, save and note time

Tips:

- If you need to, prioritize by documenting (at minimum): (1) first post, (2) most recent post, and (3) most concerning post
 - Create **one** place to save and store
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Next

- Create incident log**

- Write separate narrative (paragraph, page) about what happened**

- Organize saved posts/evidence (in chronological order or by concern)**

- Find or create a log to fill out**

–Check that it is chronological, credible, factual, and includes the following:

- Date (and Time, if possible)
- What happened
- Evidence It Happened
- Who You Think Did It
- Evidence They Did It
- Evidence Still Needed
- Include Handle, URL, and any context on why you are concerned

- Decide where to take and how to use the evidence**

–Law enforcement (local, FBI), court (criminal, civil, restraining order), consultations (legal, crisis communications, security), employer

- Create copies of posts**

- Print all saved posts and put in binder/folder**

- Securely store posts online**

–Consider using a USB drive

– Be aware of availability of information on Internet archives

- Add evidence to incident log (additional posts, communication, etc)**

Tip: Enlist support from someone you trust to help you fill out log, decide next steps

Consider

- **If you want to pursue legal action, send evidence preservation request**
- **If you need help monitoring posts online,** get a friend to help or use a web capture site
- **If you can't find a post,** use a service that captures historical posts