



Livingstone Range SD

# Surveillance Video Release Form

This form may only be used to release a Livingstone Range School Division video recording device or a copy of Livingstone Range School Division surveillance videos.

Date	Time	Video Surveillance ID#	File #
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Name of School/Facility	Location of Video Storage Device	Type of Surveillance Video	
	<input type="checkbox"/> In-Use _____ <input type="checkbox"/> Used _____	<input type="checkbox"/> Tape	<input type="checkbox"/> CD
<input type="checkbox"/> Other (Specify) _____			

Name and Position of Authorized LRSD Individual Releasing a Copy of the Surveillance Video or the Video Recording Device

(Please Print)

Signature

Purpose or Reason for Release

Name of Individual Taking Custody of the Copy of the Surveillance Video

(Please Print)

**Acknowledgment of Receipt and Indemnity**

I, the above noted individual, on behalf of my employer, acknowledge receipt of a Livingstone Range School Division video recording device or a copy of the Livingstone Range School Division surveillance video or and agree that I and my employer will hold the Livingstone Range School Division harmless for any damage that occurs due to the release of the video recording device or surveillance video while in my custody or under my control.

Signature

Position	ID or Regimental#	Employer/Organization	Telephone Number
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A separate form must be completed each time a surveillance video or video recording device is released. A copy of the form must be kept at the LRSD and copy must be provided to the individual taking custody of the copy of the surveillance video.

Surveillance Video means videotape or any other tape, CD, disk or other device used to store information from a video surveillance system.