

Baltimore County Public Schools  
 Copy Charges and Receipt Log for Video Surveillance Recordings (VSR)

**DIRECTIONS: Log must be completed each time the VSR is removed from recording device EXCEPT FOR STORAGE**

School/Office \_\_\_\_\_

Tape Number	Date/Time Out	Distributed to: Person/Organization <b>Signature Required</b>	Authorized By:	Reason for Distribution	Fee, if applicable	Day/Time Returned

To be retained by principal/office head for six (6) years.