PRESERVATION REQUEST CHECKLIST

Date and time preservation request received		
Who preservation request is received from		

SENDER

Who sent the request:

	Yes	No
Law Enforcement Officer	**Yes**	**No**
Is the officer's name included?	Yes	No
Is the officer's rank included?	Yes	No
Has the officer confirmed they have the required legal authority to make the request?	Yes	No
Has the request been sent from an official email address?	Yes	No
Has the request been authorised by a senior officer?	Yes	No
Prosecutor	**Yes**	**No**
Is the prosecutor's name included?	Yes	No
Has the prosecutor confirmed they have the required legal authority to make the request?	Yes	No
Has the request been sent from an official email address?	Yes	No
Judicial Authority	**Yes**	**No**
Is the judge's name included?	Yes	No
Has the judge confirmed they have the required legal authority to make the request?	Yes	No
Has the request been sent from an official email address?	Yes	No

ACCOUNT IDENTIFIER

	Yes	No
Has the correct identifier been provided to enable the data to be preserved?	Yes	No

CRIMINAL INVESTIGATION

	Yes	No
Have the criminal offences been listed?	Yes	No
Has confirmation been provided that the data to be preserved is linked to the investigation of these criminal offences?	Yes	No

PRESERVATION REQUEST CHECKLIST

DATA TO BE PRESERVED

BSI?	Yes	No
Traffic data?	Yes	No
Content data?	Yes	No

TIMELINE

Has a time frame been provided for the requested data?	Yes	No

CONFIDENTIALITY

Is a paragraph included not to notify the user of the existence of the request?	Yes	No
Confirm – even in absence of request – that the user will not be notified through termination of service	Yes	No

CONFIRMATION

Has the sender been notified the data has been preserved?	Yes	No
Has the sender been notified of the expiry date of the preservation?	Yes	No
Has the sender been notified of the preservation reference number?	Yes	No
If an extension request: Has the sender been notified of the date of extension?	Yes	No
Has the sender been notified of the expiry date of the extended preservation?	Yes	No