



# CLAYTON COUNTY PUBLIC SCHOOLS

Human Resources and Safety & Security Departments

DR. MORCEASE J. BEASLEY  
Superintendent of Schools

## Video Retrieval Request Form

School/Location \_\_\_\_\_  
 Requester's Name \_\_\_\_\_  
 Requester's Position \_\_\_\_\_  
 Incident Type \_\_\_\_\_  
 Involved Persons (if known) \_\_\_\_\_  
 Reference Number \_\_\_\_\_ Case Number \_\_\_\_\_  
 DVR/NVR Number \_\_\_\_\_ Camera Number \_\_\_\_\_  
 Camera Description \_\_\_\_\_  
 Date of Incident \_\_\_\_\_  
 Start Time: Hour \_\_\_\_\_ Minute \_\_\_\_\_ Second \_\_\_\_\_  
 End Time: Hour \_\_\_\_\_ Minute \_\_\_\_\_ Second \_\_\_\_\_

.....  
 ....."HR/Safety & Security use only:

Retrieval Authorization \_\_\_\_\_ Quantity needed \_\_\_\_\_

### CCTV Video Release

Family Educational Rights And Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99

Vq"vj g'gz vgp"vj ku'xkf gq"eqpvc kpu"eqpf wevd{ 'c'uwf gpv'y j lej 'eqwrf "dg"wguf "q"lur rkp"e'c'uwf gpv.'vj ku'xkf gq'o c{ 'eqpvc kwwg'cp '\$gf wevc kpcn tgeqtf \$"wpf gt 'HGTRC'0'HGTRC'i gpgtcm' 'r tqj kdku'uej qqn'f kutlevu'cpf 'uej qqn'r gt uqppgnltqo 'tgrgculpi 'uwf gpv'gf wevc kpcnltgeqtf u'gze g v wpf gt 'tko kgf 'ektewo ucpegu'0'Vq"gpwt g'eqo r rkcpeg'y kj "HGTRC.'.vj g'wpf gtuki pgf 'j gtd{ 'egt vhl{ 'cpf 'chkt'o 'vj cv'j g'ltj g'hj g{ 'y km< 30Dg'tgur qpukdrg'hqt."cpf "o clpvckp'r quugulkqp'qh'vj g'xkf gq'cv'cm'ko gu="40Vtgc'v'vj g'xkf gq'cpf 'vj g'eqpvcgv'vj gtqgh'cu'Seqphf gpvc'rb'cv'cm'ko gu="50Qpn' 'r gto k'uej qqn'f kutlev'qt'rcy "gphqtego gpv'r gt uqppgn'v'q'xky 'vj g'xkf gq="cpf "60Tgwtp'vj g'xkf gq'v'vj g'O clpvcpeg"cpf lqt"Uchgvt '( ""Ugewtk' F gr ctvo gpvu'y j gp'vj g'xkf gq'ku'pq'iqpi gt"pggf gf 0"

Receiver #1  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Dept. or Location: \_\_\_\_\_

Receiver #2  
 Print Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Dept. or Location: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
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