Your Name

Address Line 1

Address Line 2

(optional) Telephone

Date

The Superintendent
[Insert Name of Local Area Command]

Address Line 1

Address Line 2

Dear Superintendent

**Retention of CCTV Footage**

I am sending this letter as notice that a future request, *Government Information (Public Access) Act 2009* (‘GIPAA’) application, subpoena or other court order may require the production of CCTV footage as follows:

 Station: [Name of Police Station]

 Date: [Insert Date]

 Times: [Insert Relevant Times]

I request that you retain all CCTV footage showing myself within the [Name of Police Station] and its immediate surroundings. Specifically, please retain footage from:

1. Front area of station;
2. Cells or any other custody area;
3. Charge room;
4. Garage or outdoor parking area; and
5. Any other area of the station that I may have been.

This notice is given within the standard six-month timeframe for retention of Police Station CCTV. The footage should therefore be available to you.

I ask that you ensure the footage described below is not destroyed and that copies are retained in a viewable format for retrieval in the future.

Please note that this is only a request to retain footage, not a request to provide footage at this point. I may make such a request at a future date.

Thank you for your cooperation.

Yours faithfully

Your Full Name