

Evidence Preservation Plan

A local, printable organizer for evidence you lawfully possess and records that may need to be requested.

1. Decision or problem

What changed?	
Date communicated	
Who made or approved it	
Reason given	
Immediate deadline or notice	

2. Facts that may need proof

Decision and date	
Knowledge	
Rule or policy	
Comparison	
Explanation	
Harm	
Response or appeal	

3. Evidence buckets

Records I lawfully possess now	
Records I can lawfully export or request	
Records controlled by employer, vendor, agency, or witness	
Records at risk of change or loss	

4. Preservation log

Original filename or format	
Source or custodian	
Date range	
Where original is stored	
Working-copy location	
Access or confidentiality concern	

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