Evidence Capture Checklist

Documentation Standards for Privacy Violations and Takedown Requests

Essential Evidence Elements:

1. Screenshot Documentation

â¡ Full page screenshot showing URL in address bar
â¡ Timestamp visible (use system clock or browser timestamp)
â¡ High resolution (minimum 1920x1080)
â¡ No cropping or editing of evidence

2. URL Documentation

â¡ Direct link to specific page showing violation
â¡ Archive.org or archive.today backup link
â¡ URL parameters and queries preserved

3. Data Element Identification

â¡ Specific protected data fields highlighted
â¡ Entity name variants documented
â¡ Trade details (dates, quantities, descriptions)
â¡ Supplier or consignee information

4. Filing Reference Information

â¡ CBP filing number and effective date
â¡ Protected entity names covered by filing
â¡ Scope of protection (specific data elements)

Quality Standards:

â¢ Evidence must be clear and unambiguous

â¢ Multiple screenshots from different angles/views

â¢ Document both desktop and mobile views if applicable

â¢ Include platform navigation path to reach the data

Common Mistakes to Avoid:

â¢ Partial screenshots missing context

â¢ Screenshots without visible URLs

â¢ Low resolution or blurry images

â¢ Missing timestamp documentation

â¢ Edited or annotated evidence

Storage and Organization:

â¢ Use consistent file naming: YYYY-MM-DD_Platform_Entity

â¢ Create separate folders for each violation incident

â¢ Maintain original file formats and metadata

â¢ Keep evidence secure and access-controlled

Professional Documentation:

Remova.org maintains evidence capture standards and provides
professional documentation for all takedown requests and
privacy monitoring activities.