

# Photo Documentation Process

Photo documentation simply involves taking and keeping pictures/ video of departmental space and equipment. It is a critical component to disaster preparedness as it proves the presence and state of departmental equipment and space. In the event of damage caused by a disaster, photo documentation may be the only way to assure replacement and reconditioning. FEMA often requires picture/video proof when processing claims.

## What should I take pictures/ video of?

- Broad-angle pictures/ video of all departmental space.
- Close up pictures/ video of very valuable equipment (do not take close up pictures of all capital equipment).
- Exterior and interior pictures/ video of all department owned, leased/ rented, operated vehicles.

## Where should I store the pictures/ video files?

Picture/ video files should be kept in multiple locations in both digital and paper format including:

- *Electronic:* Departmental shared drive that is under the control of Information Technology and backed-up regularly.
- *Electronic:* Portable media (thumb drive, CD, hard drive) kept by the departmental director and/ or designee in a secured location at home.
- *Paper:* Print-outs kept by the departmental director and/ or designee in a secured location at the office and at home.

\*\*If you utilize UReady, you may also upload your pictures to this system. Note it is recommended to upload all the pictures within one pdf document rather than uploading all pictures individually.

## How often should I re-take pictures/ video?

Picture/ video should be re-taken annually, or whenever there is a significant change to departmental space or new equipment.

## What if I have questions?

Questions should be directed to:  
University of Miami Risk Management  
305-284-3163  
[riskmanagement@miami.edu](mailto:riskmanagement@miami.edu)

## Examples

DO take broad pictures of departmental space.



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Do take pictures of very valuable equipment.



Do take pictures of department-owned vehicles, outside and inside.



DO NOT take pictures of generic or low-value equipment.

