

ONLINE HARM EVIDENCE RECORD

A one-page record for misinformation, impersonation, harassment, deepfakes and related digital harm.



ARCHIVE WITH CLARITY

USE ONE SHEET PER INCIDENT

Record facts promptly. Preserve originals. Keep this document and related files in a secure location.

A

1 INCIDENT SNAPSHOT

Complete as soon as safely possible

CASE REFERENCE

DATE DISCOVERED

TIME

TIME ZONE

PLATFORM OR WEBSITE

ACCOUNT NAME / USERNAME

DIRECT URL

POSTED DATE / TIME

2 HARM CLASSIFICATION

Select all that apply

- ☐ Deepfake / synthetic media
 ☐ Impersonation
 ☐ Misinformation / disinformation
 ☐ Harassment / threats
- ☐ Non-consensual intimate content
 ☐ Scam / fraud
 ☐ Doxxing / privacy breach
 ☐ Other

3 FACTUAL RECORD

Describe what is observable; separate facts from assumptions

WHAT HAPPENED? INCLUDE WHO, WHAT, WHEN AND WHERE

TARGET, POTENTIAL IMPACT, URGENCY AND KNOWN REACH / SHARES

4 EVIDENCE PRESERVED

- ☐ Full-page screenshots
 ☐ Account / profile details
- ☐ Direct URL copied
 ☐ Date and time recorded
- ☐ Original file / message retained
 ☐ Video or screen recording
- ☐ Surrounding context captured
 ☐ Witness / source identified

SECURE FILE LOCATION / FOLDER NAME

EVIDENCE NOTES OR FILENAMES

5 VERIFICATION

- ☐ Reverse-image search
 ☐ Original source checked
- ☐ Context / metadata reviewed
 ☐ Independent sources compared

FINDINGS: WHAT IS CONFIRMED, UNCONFIRMED OR DISPUTED?

6 REPORTS AND NEXT STEPS

PLATFORM REPORT DATE / REFERENCE NUMBER

SUPPORT CONTACTED, FOLLOW-UP DATE AND CURRENT STATUS

SAFETY FIRST

Preserve only what is necessary and never forward harmful material. If intimate content may depict a minor, do not download, screenshot or redistribute it; report it to the platform and appropriate authorities. If there is an immediate threat to safety, contact local emergency services. This record is an organizational aid, not legal advice.