

Community Training & Outreach

Property Justice Law Clinic

SEATTLE
UNIVERSITY

SCHOOL OF LAW
*HOMELESS RIGHTS ADVOCACY
PROJECT (HRAP)*

Documenting & Safeguarding Property

Exercise - What's in Your Bag?

- *Imagine the City just cleared a camp. All the bags were put in storage. Now you need to claim your bag and what was in it.*
- *If you had to prove which one was yours, what information would help you?*



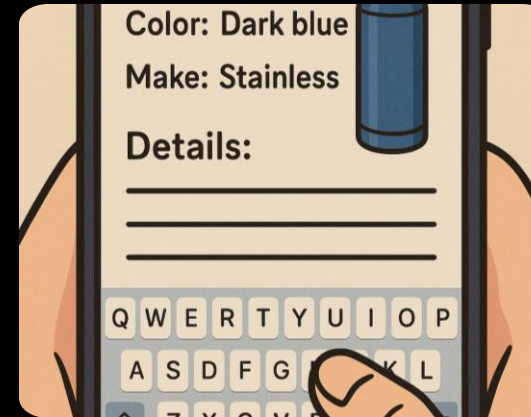
Reflection

How would you feel...

- Being asked to document your personal belongings?
- If anything not on your list now belongs to the City?

Why Documentation & Safeguarding Matter

- Establish proof of ownership
- Identify belongings in City storage
- Support requests for return of property
- Document losses
- Preserve evidence if legal action is later considered



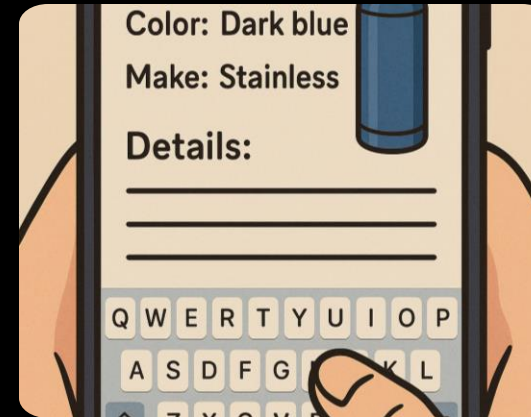
SAFEGUARDING RECORD



Safeguarding the record matters!

If something is written down but the paper is lost, damaged, or thrown away, that information may be gone as well.

The 5-Step Documentation Process



Step 1

Get consent!



Step 2: Take Photos



Angles



Details

Photos = Proof of ownership.



Step 3: Write a Description



What it is → “Dark blue thermos”



Who owns it → “Belongs to Scott A.”



Details → “Stainless, 20oz, ...”



Date taken → “Sept. 30, 2025”

Step 4: Save + Label Files



ScottA_Thermos_093025.jpg

✓ Labeling is the key!

Step 5: Keep Copies Accessible

- Email yourself the file(s)
- Save on more than one device
- Share copies with a trusted advocate/organization
- Keep a printed copy in a dry location

