

McCracken County Sheriff's Office

ACT Now!

A: Assess **C:** Catalog **T:** Take a Picture

Date: _____

Item	Description	Unique features/marks	Make	Model	Serial #	Cost
sample: TV	60 inch flatscreen	2 inch scratch on left side	Samsung	BR-549	S09042334	850
sample: pistol	.38 Special	1 inch crack in wooden grip	Smith and Wesson	60	T459902	450

Name: _____

Address: _____

ACT Now! **A**ssess each item for unique features (scratches, discoloration, etc.) **C**atalog each item in as much detail as possible. **T**ake photo(s) from a distance and up-close, including the serial number.

Keep this inventory and the photographs in a secure place such as a safe deposit box or fire safe.

Pro tip: Email the photos showing the serial number to yourself for instant access