

LNNP Records Checklist

How to Protect Your Position When Something Goes Wrong

When systems fail you, your records are often the only thing left to protect you.

This checklist shows you what to save, how to store it, and how to stay organized — without paperwork or overwhelm.

Use it when you are tired, stressed, scared, or unsure what to do next.

Why This Exists

Most people lose disputes because they:

- Didn't save messages
- Trusted memory
- Deleted proof
- Waited too long
- Had no timeline

This checklist prevents that.

STEP 1: Start a “Case Folder” (Do This First)

Create one folder called:

LNNP_[Issue]_[Year]

Example: **LNNP_Housing_2026**

Put everything in here.

No sorting yet. Just collect. People use different methods, some like cloud storage, others flash drives and personal computers. Redundancies are always better than a single location or form.

STEP 2: Save Everything (Even If It Seems Small)

Save:

- ☐ Emails
- ☐ Texts
- ☐ Voicemails
- ☐ Letters
- ☐ Screenshots
- ☐ Photos
- ☐ Videos
- ☐ Forms
- ☐ Notices
- ☐ Bills
- ☐ Medical records you already have
- ☐ Policies
- ☐ Chat logs

Rule: If you think **“this has potential to matter later”** then save it.

STEP 3: Screenshot Before It Disappears

Immediately capture:

- ☐ Portals
- ☐ Online messages
- ☐ Account changes
- ☐ App notifications
- ☐ Errors
- ☐ Booking screens

Web content gets edited. Even some texts, messages and posts can be edited. Screenshots don't change.

STEP 4: Request the Records You Don't Own (FOI / File Requests)

A lot of the strongest evidence is **not in your hands** yet.

Request copies of:

- ☐ Notes staff wrote about you
- ☐ Internal emails about your case
- ☐ Incident reports
- ☐ Call logs / call recordings (if they exist)
- ☐ Policies used to justify decisions
- ☐ Assessment reports, determinations, or reasons
- ☐ Timestamps and service logs (appointments, dispatch, assistance, etc.)

How to do it (simple):

- First, ask informally: “Can you send me a copy of my full file / the notes / the decision record?”
- If they delay or refuse, file a formal request (FOI / access request) for:
 - “All records related to [your name + date range + issue] including notes, emails, reports, and internal communications.”

Important:

- ☐ Ask for a date range (ex: Jan 1–Mar 31, 2026)
- ☐ Ask for all formats (email, PDF, audio, database notes)
- ☐ Keep proof you requested it (email screenshot / submission receipt)
- ☐ Track deadlines and follow up if they stall

This step often flips the power dynamic.

STEP 5: Rename Files So You Can Find Them

Use this format:

YYYY-MM-DD_Organization_Issue

Example: 2026-03-01_School_SuspensionEmail.pdf

Future-you will thank you.

STEP 6: Keep a Simple Timeline

In Notes or a document, write:

Date – What happened

Example:

Feb 12 – Doctor cancelled appointment

Feb 14 – No callback

Feb 20 – Complaint filed

That’s it. No essays.

STEP 7: Track Who Saw It

If anyone witnessed or helped:

- ☐ Name
- ☐ Role
- ☐ Contact

Save this early. People forget.

STEP 8: Record Impact (Briefly)

Write down:

- ☐ Money lost
- ☐ Health impact
- ☐ Missed work/school
- ☐ Stress/sleep loss
- ☐ Delays caused

Institutions respond to consequences. But capturing those details in the moment helps paint the picture later of impact.

STEP 9: Back It Up (Non-Negotiable)

Have copies in at least two places:

- ☐ Phone
- ☐ Cloud
- ☐ USB
- ☐ Email to yourself

Devices fail. Accounts lock.

Backups protect you.

STEP 10: Track What You've Sent

Keep one note:

Date – Who – How – Result

Example:

Mar 3 – Housing office – Email – No reply

Stop anyone from claiming, “we never got it.”

STEP 11: Protect Your Privacy

Before sharing:

- ☐ Hide ID numbers
- ☐ Remove unrelated info
- ☐ Keep originals

Never give away your only copy.

LAYER Shortcut

If you're overwhelmed, remember:

Rule → What broke → Proof → Support → Delivery

This checklist builds the proof.

Emergency Version (Too Tired to Read?)

Do these 3 things:

1. Screenshot everything
2. Put it in one folder
3. Email copies to yourself

That alone saves most cases.

Core Rule

Feelings get dismissed.

Files get action.

Protect your future self.