

# Safer places of Worship

## Making a Record

In addition to marking property you are advised to take a photograph of the item. It will enable photographs and a description to be circulated in trade and police publications, as well as assisting with your insurance claim and identification if the item is found. We recommend you keep a file of these photographs and review your inventory at least annually.

Photographing property may be undertaken by a keen amateur or by specialists in this service. Items should be photographed against a neutral background with a ruler alongside to indicate actual size. Each exposure should contain only one item and negatives should be retained in safety. Wherever possible, hallmarks and any other identification marks should be photographed.