The following paperwork should be bundled together, labelled with colored paper, paper clipped or rubber banded, and returned to Eickhoff 114 for proper storage or disposal:

Package logs and/or package signatures  
Key inventory logs  
CA/DA duty/night desk rove logs  
Guest logs  
Banned lists  
Key sign out logs  
Maintenance or ‘other’ sign out logs  
Police reports  
Fire reports  
Shared living space agreements  
Key cards  
Emergency Contact Cards

If there are other log forms not listed, please contact your RD for clarification…but if any student information is listed on these forms, be sure to label and return them in the closing box.