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.