Campus Security
Red Deer College
100 College Blvd
Box 5005
Red Deer, Alberta
CANADA T4N 5H5
Telephone: 403.357-3696
Fax: 403.314.2400
Web-site: www.rdc.ab.ca

DROP OFF SIGN-IN/SIGN-OUT RECORD

CAMPUS MANAGEMENT

The personal information that you provide on this form is being collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act of Alberta. The information on this form will be protected in compliance with the provisions of the Freedom of Information and Protection of Privacy Act of Alberta. The information will be used to track items dropped off for delivery or pick up at Red Deer College. The information will be retained in accordance with approved Information Management guidelines, after which it will be destroyed in a secure manner. If you have any questions about the collection and use of this personal information, please contact the Director of Facilities, Campus Managment, Red Deer College, 100 College Blvd., Box 5005, Red Deer, Alberta T4N 5H5. Telephone 403.343.4077.

DATE DROPPED OFF	WHO DELIVERED THE ITEM(S) *Please Print*	CONTACT PHONE #	PICKED UP BY OR SENT TO	ACCEPTED BY (Info Centre staff)	DATE PICKED UP	INITIALS	WHERE PLACED (Internal mail, pick-up box, printer room, etc.)