

Office of Juvenile Justice  
Perpetual Inventory for Unassigned Keys

Date Issued/Returned or Added	Name of Staff Receiving Key(s)	Total # of Key(s) Issued/Returned or Added	Type Use	Tag #	Name of Building	Type Space	Space Assignment by Department	Key #	Lock Type
This Includes New Untagged Keys	If Adding Key(s) or Returning Key(s) to Inventory N/A	Plus or Minus + / -	24 Hour; Operational; Limited; Restricted;Emergency			Office; Classroom; Main Entrance; Restroom, etc.	Security; Administration; Social Services; etc.		