<b>Greenfield Visitor Log</b>
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Year:	Month:
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Day	Visitor Name	Employer	ID Type and Number	Arrival Time	Reason for Visit	Person Visited	Visitor Badge #	Signed In By	Departure Time	Signed Out By

<sup>\*</sup> Visitor logs shall be destroyed after thirty (30) days in accordance with State Agency Functional Schedule 16, Record Number 1659.