



## 6.15.0.1 College Keys Distribution

Responsibility for building security has been assigned to designated administrators. Keys will be issued from the Public Safety in accordance with the need for access to specific areas, as specified by each employee's supervisor and in compliance with key distribution procedures.

### Procedure

1. All requests for keys must be approved by the designated administrators for their respective areas. Any request for a key not signed by these administrators will be returned to the sender.
2. Every key will be accompanied by a key security card which indicates date the key was issued, to whom, and for which area. It is the responsibility of the administrator to complete the card and have it signed by the recipient of the key(s).
3. The key security card must be returned to the Public Safety. The information will be entered into a key security software data base.
4. The designated administrators will be responsible for collecting keys when employees resign or retire. The administrator must call Public Safety to request the key security card for the employee leaving Century service. The employee must return the key to the administrator and sign the card confirming return of the key. Employees will be charged for keys not returned. Students will have holds placed on their records and future registrations until keys are returned.
5. Returned keys, attached to the key security card, must be returned to the Public Safety within 24 hours by the designated administrator.

### References:

Minnesota State Colleges and Universities Board Policy: None

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