Department Security / Key Custodian Designation

Department: _____________________________ Date: _________________

Dean or Director: ___________________________ Division: ___________________________

Designated Department Key Custodian: ___________________________

The new Lock and Key policy requires an Annual Key Audit for your department.

Policy 3.035 Lock and Key Policy

How this helps departments: Know how many keys have been issued in your area of responsibility and who holds keys to your area. Know you will meet audit requirements.

Key Custodian: Department-designated employee responsible to reconcile initial key inventory in conjunction with the Work Management Center, and thereafter, manage all key transactions and annual key inventories. The Physical Plant Work Management Center will provide initial and periodic training to Key Custodians.

Departmental responsibility:
1. Provide list of individuals authorized to approve key issuance for your department.
2. Assign a Key Custodian for the department to:
   a. Verify accuracy of key inventory for the department.
   b. Update key records to reflect current inventory of keys issued within department.
   c. Manage all key functions for the department – key requests, transfers, returns and annual key inventory.

Work Management Center responsibility:
1. Provide an annual inventory of keys issued within departmental area of responsibility by person and access level.
2. Work with Key Custodian to complete annual key inventory and update key records throughout the year as requests, transfers and returns are completed.
3. Provide ongoing assistance with key requests, transfers and returns.

I have read and understand my responsibilities associated with the security of my department, including locks, keys and access cards.

__________________________________________  ______________________
Key Custodian signature                     Date

__________________________________________  ______________________
Department Head/Dean/Director signature     Date