



To: All CCT

From: Edward Seidel, Director
Center for Computation and Technology

Date: 16 September 2004

Subject: CCTPS-02 Key Distribution and Return Policy

The purpose of the CCT Key Distribution and Return Policy is to provide a consistent process for handling timely distribution of keys, adequate key assignment inventory records and critical key returns. As with all CCT policies, this policy is consistent with and operates within the scope of related university policies and procedures. Specifically, this policy must be consistent with PS-49.

CCTPS-02

CCT is committed to providing faculty and staff with convenient access, when needed, to all work areas. At the same time maintaining key security, institutional security and preventing unauthorized access to buildings and rooms within CCT facilities is critical.

The following regulations apply to the issuance and use of keys:

1. Keys will be issued to an individual and are nontransferable. They are only issued upon submission of a completed CCT Key Request Form and must be signed out by the recipient. For new employees, the request for a key should coincide with the processing of personnel action forms (PAF), attaching a copy of the appropriate PAF to the CCT Key Request Form and routing the forms through the Assistant Director of Operations and/or the CCT HRM Coordinator. When the period of authorization is over or the individual is no longer an employee of CCT, the keys are to be returned to the CCT HRM Coordinator or the Assistant Director of Operations.
2. Issuance of keys to student employees is the responsibility of the full-time supervising employee. The student receiving the key(s) must sign for the key(s), and their supervisor must present prior authorization before the key(s) can be issued.

All keys, particularly master keys, will only be authorized to individuals with demonstrated reoccurring need for such access. Issuance of master keys will be kept to a minimum and should be reviewed by the CCT Director annually. Release of temporary keys for access to buildings and rooms when not needed on a long-term, reoccurring basis should be encouraged.

Persons returning keys must bring their keys to CCT Operations during normal

working hours and their name will be removed from the key distribution list. *Keys should not be sent through the campus or U.S. mail.* If a master key is lost, the employee's department may be held accountable for the cost of re-keying the facility. A lost key should be reported to the CCT Assistant Director of Operations or the CCT HRM Coordinator immediately. Issuance of a terminated employee's final paycheck may be dependent upon the return of institutional keys.

Supervisor Responsibility

When a staff person retires or terminates employment with CCT, their supervisor shall ensure that a Key Return Notice is issued to begin the key recall process prior to the employee's last day of work. The Key Return Notice is maintained and sent by the CCT HRM Coordinator.

Individual Key Users Responsibility

Persons issued keys are enjoined to safeguard these keys against loss or theft. Should loss or theft occur, the incident must be reported to CCT Operations immediately. Any staff person possessing keys that have not been authorized are subject to disciplinary action.

Issuance

Issuance of CCT facility keys is the responsibility of the CCT Assistant Director of Operations and/or the CCT HRM Coordinator. Accurate records of all issuances and returns must be maintained.

Obtaining Keys

When a supervisor determines the need for his/her staff to have a key, the supervisor shall initiate a CCT Key Request Form with the CCT HRM Coordinator. The form shall describe the access needed and must be Authorized by the CCT Assistant Director of Operations. It is essential that requests for keys be submitted in a timely manner. Key copy orders typically require two weeks to process.

Locking Devices

There shall be no locking devices attached or installed on CCT doors independent of the university keying system unless as approved by the CCT Director.

Special Security Locking System

Access to the Frey Computing Services Center requires special access in the form of a Computing Services or CCT ID badge. Requests for access in Frey must be coordinated with the Office of Computing Services.

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT Director.