

**SERIES 700**  
**SUPPORT SERVICES**

Board Rule 731.2

**KEY CONTROL**

Key control shall be the responsibility of the district administrator, business manager, and the building administrators. All locksmith services, including repair, key or lock changes or replacements, duplicate or replacement keys for existing locks, and additions within a school shall be procured only through the established procedures.

**Procedures:**

1. The business manager or designee shall maintain the key/lock records. These records will include all facility locks, keys and key holders, and will be considered high security. The records will be kept current at all times. These records will provide the basis for individual key/lock inventory and control.
2. Keys will only be issued to those individuals demonstrating a need on a continuing basis. Employees shall be provided with building keys necessary for the fulfillment of their duties and responsibilities. All such keys shall be returned for inventory at the conclusion of the school year. Keys shall be issued to employees by the building administrator or his/her designee.
3. In the event that a key is lost or stolen, the missing key should be reported immediately to the building administrator who issued the key. The building administrator and the district administrator will jointly determine if a lock change is necessary. The cost of re-keying locks will be charged to the key holder if it is proven that he or she inappropriately loaned or duplicated keys.
4. Non-employee key holders must complete a Key Receipt Agreement before keys can be issued by the District. Should a key be lost or stolen, or is not returned to the District, the key holder will be responsible for the cost of replacement. Furthermore, the cost of re-keying locks will be charged to the key holder if it is proven that he or she inappropriately loaned or duplicated keys.
5. Upon termination or transfer, employees shall turn in all keys to the appropriate administrator. Failure to return all assigned keys may result in a penalty charge as assessed by the district administrator.
6. Key and lock records shall be considered high security items and shall be safeguarded and secured at all times, except when in actual use.
7. Master keys will be issued only to authorized individuals on the approval of the district administrator or his/her designee.
8. Key transfers require both a key turn-in and issue transaction in the key/lock record.
9. Except as provided herein, duplication of keys is prohibited. Such action will be grounds for disciplinary action.

10. Requests to have additional or duplicate keys must have the approval of the building administrator.

Legal References:

Cross references: 731 Buildings and Grounds Security  
731.2 Facility Access and Security  
Board Exhibit 731.2 Key Receipt Agreement

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