

Key Control Campus Lockbox-Procedures

As of Wednesday, May 28, 2003, all departments and or offices must notify Key Control of any unofficial lockboxes that are maintained for faculty, staff, or students in an office. In an effort to improve the management of campus keys, the following administrative policies and procedures must be followed:

1. ALL departments/offices must call Key Control at 278-2172 or 278-7422 if they already have a lockbox or desire to set up a lockbox. You will be assigned an ID number for that specific lockbox. ANY key that is requested for the lockbox must be done with the ID number. For example, if our department assigns you lockbox 01, then your lockbox ID number will be 000-00-0001. On the Key Request form you will put Lockbox 01 in the space that requests a Social Security number. The rest of the form should be filled out as usual. We remind you that faxed requests will not be accepted, as the original signature of approval must be on the Key Request form.
2. You can purchase a key(s) control lockbox through Office Depot. We advise you to have it mounted on a wall by sending a service request to Plant Operations. Each lockbox needs to be kept locked at ALL times. One person should be assigned responsibility of retaining the key(s) that will lock and unlock the box. You may have one backup person for this responsibility. We also request that your department keep a log in/out sheet. This will allow better tracking and management of the key(s) that are issued from the box.
3. You may transfer a key(s) from a person to your department lockbox, however the proper paperwork must be submitted to our office so we can maintain accurate records. The person responsible for the lockbox must come into our office with a key request for the lockbox along with the keys that are being transferred into the lockbox. We will then return the key(s) from the previous keyholder and assign them to the lockbox. The key(s) will be recorded under the lockbox ID name only. The person who has responsibility for the lockbox must sign for the key(s).
4. Duplicate key(s) may be requested only when they are assigned to the lockbox. An individual may not be assigned duplicate key(s). Key(s) that are checked out of a department lockbox may only be checked out for the regular working hours of the department. If it is proven that a person has abused this policy their privileges will be revoked.

Please be advised that as a part of the policies and procedures for Key Control the department may be subject to quarterly audits of the lockboxes. If you need further information, please contact the Key Control office or e-mail Jeri Willis at jeriw@csufresno.edu