

<b>Policies of the University of North Texas</b>	Chapter 11
<b>8.1.1 Procedure for Access Control</b>	<b>Facilities and Real Estate</b>

**Policy Statement.**

**Application of Policy.** All University

**Definitions.**

**Procedures and Responsibilities.**

RESPONSIBILITY

ACTION

Key Authorizer

1. Determines whether the key requester has a substantial need to unlock or lock doors within area of responsibility.
2. Completes Key Request Form (KRF), filling in all required information and checking latest department records to assure that only authorized keys are requested. Faxes the KRF with approval signature to Access Control to initiate key preparation, or sends the form to Access Control at least 24 hours before key is needed. Retains photocopy of KRF for departmental files.

Access Control Office

3. Processes KRF and prepares key for pick up within 24 hours of receipt of KRF.

Key Requester

4. Picks up key in person at Access Control Office (no exceptions). Presents UNT I.D. card, signs the KRF and receives key. Receives a photocopy of KRF upon request.

Access Control Office

5. Maintains records of all transactions and files original copy of the KRF.

Key Authorizer

6. Marks photocopy of the KRF with issue date and maintains this KRF in an alphabetical file of its current keys.
7. Assures that departmental employees return all keys to the Access Control Office when they terminate or no longer need a key.

Key Holder

8. Uses key(s) in accordance with Policy 8.1. Returns key personally to Access Control Office when no longer needed.

Access Control Office

9. Issues receipt to key holder or delegate, and updates records to show key has been returned.

**References and Cross-references.** None

**Forms and Tools.** None

Approved: 08/28/1992

Effective: 04/01/1999

Revised: 04/01/1999