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**SUBJECT: CAMPUS KEYS AND ELECTRONIC ACCESS**

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I. PURPOSE

To provide policy for key control, electronic access control, and the issuing and record keeping for university keys and building access.

II. POLICY:

A. Keys and Electronic Keys

1. All university keys will be cut, issued and controlled by the university lock shop. Duplication of university keys, other than by the lock shop, is strictly prohibited by this policy and Utah state law. (Utah Code Annotated 63A-5-501)
2. The use of any University-issued key/electronic key is the responsibility of the employee to which the key is issued. Building/office keys and electronic keys will not be issued to students. On occasion, students in their capacity as employees, will be assigned keys by a full-time employee, or provided access to keys. In this case, the full-time employee retains full responsibility for those keys and the appropriate use of any keys issued.
3. All keys and electronic keys must be returned upon termination of employment or if the key/electronic key is no longer needed. Upon termination of employment, the departing employees must return all keys/electronic keys to the Human Resource office.

B. Security

1. Any lock or access control system to be installed, removed, or changed will be approved and completed by the lock shop.
2. All areas of a building must be keyed to a master key system of the university. Exceptions will require written approval by the lock shop with a signature from the President, Provost, or Vice President over that area.
3. Security of University facilities and safety regulations will take priority over individual desires for access or convenience.

C. Lost or stolen keys

Lost or Stolen keys or electronic keys must be reported within 24 hours to the lock shop. Individuals may also be required to file an incident report with SUU Police.