



SUBJECT: Safe Combinations and Access	Effective Date: 8-12-09	Policy Number: 3-108	
	Supersedes:	Page 1	Of 3
	Responsible Authority: Director of Physical Plant		

APPLICABILITY/ACCOUNTABILITY:

This policy is applicable to all University of Central Florida departments, units, and divisions.

POLICY STATEMENT:

Combinations for all designated safes equipped with combination locks should be kept in the office of the Physical Plant Locksmith.

DEFINITIONS:

Class C Safe. A receptacle designed to protect its contents from fire; it protects paper documents for up to one hour at temperatures up to 1700° Fahrenheit.

Combination. A sequence of letters or numbers chosen in setting a lock.

Safe. A locked place or receptacle intended to keep articles (valuables) secure.

PROCEDURES:

This procedure applies to all university safes or file cabinets secured by a combination lock, except the following:

- A. Safes or cabinets normally used for the storage of cash or negotiable securities of less than \$500.00.
- B. Safes or cabinets controlled by a non-university agency, for which that agency does not permit centralized storage of combinations.
- C. Safes or cabinets specifically exempted, in writing, by the Vice President for Administration and Finance.

Centralized Custodianship or Backup Record

- A. Each department or individual responsible for a safe or file cabinet controlled by a combination type lock shall furnish the Physical Plant Locksmith with a copy of the combination and any associated special opening instructions, unless exempted above.
- B. Combinations, along with any special opening instructions, shall be printed on letter size paper and sealed within a special 10" x 11" envelope available from the office of the Physical Plant Locksmith. Only one combination shall be included in each envelope.
- C. Information shall be entered on the preprinted envelopes, and the responsible individual will sign in ink along or across the flap opening. Signature shall be covered with non-removable transparent (Scotch or equivalent) tape.
- D. Combination envelopes shall be hand carried to the office of the Physical Plant Locksmith.
- E. The Physical Plant Locksmith shall store all received combinations in a Class C security container located within the locksmith's enclosure. This container shall be kept locked and not be used to store any other material, without specific approval of the Associate Vice President for Administration and Finance.
- F. Combinations may only be removed from the Physical Plant security container for the following reasons:
 - 1. Upon request by the person(s) authorized to open the combination envelope
 - 2. Upon authorization of a vice president or the president
 - 3. In an emergency, when it is not practicable to contact any of the above, by the ranking campus police official present on campus

- G. Once a safe combination envelope has been opened for any reason, the combination shall be changed and a new envelope containing the new combination submitted to the Physical Plant Locksmith.

CONTACTS:

Physical Plant Locksmith: 407-823-5223

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-108	
Initiating Authority: <u><i>W. J. M...</i></u>	Date: <u>8/25/09</u>
Policies and Procedures Review Committee Chair: <u><i>John ...</i></u>	Date: <u>8-25-09</u>
President or Designee: <u><i>John C. Hill</i></u>	Date: <u>8/31/09</u>