

<b>SUBJECT:</b> Safe Combinations and Access	<b>Effective Date:</b> 7/27/2015	<b>Policy Number:</b> 3-108.1	
	<b>Supersedes:</b> 3-108	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Director of Facilities Operations		

**DATE OF INITIAL ADOPTION AND EFFECTIVE DATE** 8/12/2009

#### **APPLICABILITY/ACCOUNTABILITY**

This policy is applicable to all University of Central Florida departments, units, and divisions and includes all safes or file cabinets secured by a combination lock, except 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.

#### **POLICY STATEMENT**

It is the policy of the university to ensure access to university assets. The Facilities Operations locksmith will maintain a centralized backup record of combinations for all designated safes equipped with combination locks. Each department or individual responsible for a safe or file cabinet controlled by a combination type lock must furnish the Facilities Operations locksmith with a copy of the combination and any associated special opening instructions.

#### **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 valuables secure.

## **PROCEDURES**

- A. Combinations, along with any special opening instructions, shall be printed on letter size paper and sealed within a pre-printed 10" x 11" envelope available from the office of the Facilities Operations locksmith. Only one combination shall be included in each envelope.
- B. Information shall be entered on the pre-printed 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.
- C. Combination envelopes shall be hand carried to the office of the Facilities Operations locksmith.
- D. The Facilities Operations 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.
- E. Combinations may only be removed from the Facilities Operations 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
- F. 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 Facilities Operations locksmith.

## **CONTACTS**

Facilities Operations Locksmith: 407-823-5223

**INITIATING AUTHORITY**

Vice President for Administration and Finance and Chief Financial Officer

<b>POLICY APPROVAL</b> (For use by the Office of the President)	
Policy Number: <u>3-108.1</u>	
Initiating Authority: <u>Will F. Menke</u>	Date: <u>7-24-15</u>
University Policies and Procedures Committee Chair: <u>Sandra L. Bishop</u>	Date: <u>7/23/2015</u>
President or Designee: <u>John C. Hill</u>	Date: <u>7/27/15</u>