

Vice Chancellor for Administration
Facilities Management
Key Control

270.01 Computerized Key Control Master File (Hardcopy) (Electronic)

Dates: 1976 -
Volume: 4 Cu. Ft. / 1.2 GB
Annual Accumulation: Negligible/ 150 MB
Arrangement: Chronological/Alphabetical/Numerical

This computerized file is compiled from the manual files for use primarily as a cross-reference.

Recommendation: Retain in office for two (2) years from the date the data is superseded, then dispose of or delete from the system providing all audits have been completed and no litigation is pending or anticipated. All computer tape/disc maintenance and preservation procedures are to be fully applied.

Disposition Approved 11/18/09

270.02 Key Code and Code Change Files (Originals) (Hardcopy)

Dates: 1976 -
Volume: 4 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Numerical/Chronological

This series of ledgers and files contain the codes needed by the office to "cut" keys to buildings or for access to combinations and electronic access control locks (etc.). The series also shows changes to those codes.

Recommendation: Retain in office for two (2) years from the date of out of service, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

270.03 Key Requisition Forms and "Sign-Off" Forms (Hardcopy)

Dates: 1976 - Volume: 2 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

These requisitions and "check-in" forms are maintained by the Key Control Office until the keys are checked in as returned.

Recommendation: Retain in office for two (2) years from the date of the

key's return, then dispose of providing all audits have been completed and no litigation is pending or anticipated.

Disposition Approved 11/18/09

270.04 Manual Key Issuance and Check-In Files (Hardcopy)

Dates: 1976 -
Volume: 13Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This is a manual file of key holders and users detailing all essential issuance and control information regarding building and desk/file cabinet keys. This file is cross-referenced with the office's computerized key control

file.

Recommendation: Retain in office until superseded, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09

270.05 Master Key Request and Approval Correspondence File (Originals)
(Hardcopy)

Dates: 1976 -
Volume: 13 Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological/Alphabetical

This correspondence documents all initial requests for key issuances and the Key Control Office's clearance of same.

Recommendation: Retain in office for three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

Disposition Approved 11/18/09