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**Policy No. 16**

**KEY ISSUANCE POLICY**

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Revised December 27, 2010

The purpose of this memorandum is to establish policies and procedures for the issuance of room keys within the School of Medicine.

**1. Policy:**

- a. It is the policy of the School of Medicine to maintain a key control system that will meet the following objectives:
  - 1. Provide maximum area security with a minimum of room and area door locks.
  - 2. Maintain centralized and rigid control of key production.
- b. Under no circumstances are keys to be internally given from one employee to another employee within a department. New employees or current employees requiring new access must be issued their own key in compliance with this policy.
- c. Departments may not be issued keys. All keys must be issued to an individual in the department.
- d. Only one copy of a key will be issued to an individual. No one may receive two identical keys.
- e. Persons found possessing unauthorized keys or unauthorized reproductions of keys will have them confiscated.

**2. Responsibilities:**

- a. Each person to whom a key is issued is responsible for all keys in their possession and immediately reporting a lost or stolen key.
- b. Deans and Directors are responsible for:
  - 1. Determining the keying needs for their areas of responsibility.
  - 2. Originating key requests within their department and authorizing designees.
- c. The Business Office is responsible for:
  - 1. Maintaining a record of all keys issues.
  - 2. Issuing keys to individuals requested by Deans, Directors or designees
  - 3. Clearing employees of responsibility of keys.

**3. Procedures:**

- a. Personnel will submit their email key request to the Business Office at the following email address:  
[g.keyrequest@umkc.edu](mailto:g.keyrequest@umkc.edu).
- b. If the Space Request form is used an email is not required.
- b. When requesting a key outside your work area, forward the key request through your supervisor to the Dean or Director with responsibility for the area in which the key is requested.
- c. After the approved request has been received, the Business Office will obtain and issue the requested key.
- d. The individual responsible for the key will sign the key issuance form acknowledging responsibility for that key. Keys must be turned in to the Business Office when an individual's connection with the School of Medicine ends.

**PREPARED BY:** BUSINESS OFFICE

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