

---

## Key Control

---

Revised: 05.24.07

### 1. PURPOSE

The University of North Dakota provides a policy to assist access holders in maintaining the security of University facilities.

### 2. DEFINITION

All mention of the term access device within this policy will refer to the University's keys, computerized access cards, and any future access devices used on any approved access system at the University of North Dakota.

### 3. GENERAL PROVISIONS

- 3.1 All access systems must receive prior approval from the Building/Facility Administrative Committee before purchase or installation and shall remain the property of the University of North Dakota. Any exemptions, changes, or special provisions to this policy will be made only with the approval of the Building/Facility Administrative Committee.
- 3.2 This access policy is in effect for all access device holders including all University students and personnel living in residence halls, University apartments, or University dwellings will be covered by this policy.
- 3.3 University Police, Facilities, Campus Safety and Security shall have access to all areas to include restricted or high security areas.
- 3.4 It is a violation of this policy to attempt or to have any access device duplicated or transferred to another individual. The UND officials have the authority to confiscate the access device.
- 3.5 It is a violation of this policy to change, add to, or alter any University approved and installed access system by anyone other than Facilities. This includes the installation of hasp and padlock or privately supplied locking devices. These devices will be removed and the department or individual responsible will be charged for all costs incurred.
- 3.6 All high security requests involving specific security measures will be coordinated between the UND Police, Campus Safety & Security, Facilities, and the requester. These requests will be approved by the Building/Facility Administrative Committee.

3.7 The University will conduct an annual inventory audit of all access devices. The University reserves the right to conduct an inventory audit at any time.

3.8 Individuals and departments have the right to appeal decisions of the Building/Facility Administrative Committee.

3.9 All access procedures may be viewed on the Facilities webpage  
<http://www.und.edu/dept/facilities/forms/buildingfacility%20access.pdf>

**Revised:**

**08/29/2005**

**03/14/2007**

**05/24/2007**