



Minneota Public School District District Procedures

Adopted: September 2025

Updated: _____

DISTRICT PROCEDURES: KEY CHECK-OUT AND ACCESS CONTROL

1. PURPOSE

To ensure the security of district facilities, equipment, and sensitive areas by regulating the issuance, use, and return of keys and electronic access devices.

2. DEFINITIONS

2.1 Key: any physical key issued to access district property.

2.2 Access Card/Fob: any electronic device used to gain entry.

2.3 Keyholder: an employee or authorized person to whom a key or device is issued.

2.4 Access Control Administrator: the district staff member designated by the Superintendent to manage key and access records.

3. AUTHORIZATION FOR KEY ISSUANCE

3.1 Only the Superintendent (or their designee), Principal, or Facilities Manager may approve key issuance.

3.2 Keys will be issued only to staff whose job duties require access.

3.3 Keys may be issued and access provided for a certain period of time.

3.4 Temporary keys for contractors or substitutes require additional approval from the Superintendent and a specific return date.

4. CHECK-OUT PROCESS

4.1 Request Submission: complete a Key and Access Device Agreement stating purpose, location(s) needed, and duration.

4.2 Approval: supervisor signs and forwards the request to the Superintendent, who signs and forwards the request to the Access Control Administrator.

4.3 Issuance: keyholder signs a Key and Access Device Agreement acknowledging:

4.3.1 Responsibility for the key/device.

4.3.2 Obligation to prevent duplication or lending to unauthorized persons.

4.3.3 Requirement to report loss or theft immediately.

5. **ACCESS CONTROL RECORDS**

- 5.1 Maintain a centralized key log including:
 - 5.1.1 Keyholder's name, department, and contact info.
 - 5.1.2 Key number/code and corresponding area(s).
 - 5.1.3 Issue date and expected return date.
- 5.2 For electronic access, maintain:
 - 5.2.1 Access permissions and areas.
 - 5.2.2 Activation/deactivation dates.

6. **KEY/ACCESS DEVICE USE**

- 6.1 Keys/devices may only be used for official school business.
- 6.2 Do not label keys with building names or room numbers.
- 6.3 Keyholders must secure keys when not in use.
- 6.4 Duplicating keys is prohibited.
- 6.5 Devices may be made inactive at the end of each advisor's, coach's, or director's season.

7. **LOSS OR THEFT**

- 7.1 Report immediately to the supervisor and Access Control Administrator.
- 7.2 The District may require rekeying affected areas, and the keyholder may be responsible for associated costs if negligence is determined.

8. **RETURN OF KEYS/DEVICES**

- 8.1 Required when:
 - 8.1.1 Employment ends.
 - 8.1.2 Transfer to a position without authorized access.
 - 8.1.3 At the end of a temporary assignment or project.
- 8.2 Keys must be returned directly to the Access Control Administrator and not left in desks or with co-workers.

9. **ANNUAL REVIEW**

- 9.1 Supervisors will annually review and confirm the list of keyholders.
- 9.2 Access Control Administrator will update logs and deactivate unnecessary access.

10. **ENFORCEMENT**

- 10.1 Unauthorized possession, duplication, or use of keys/devices may result in disciplinary action.
- 10.2 The district reserves the right to change locks and reissue keys at any time.

SCHOOL DISTRICT KEY AND ACCESS DEVICE AGREEMENT

Employee Name: _____

Position/Department: _____

Why Keys/FOBs are needed: _____

Purpose

The purpose of this agreement is to ensure the proper use, security, and accountability of keys and electronic access devices (e.g., fobs, cards) issued by the District.

Terms of Agreement

1. Authorized Use Only
 - * Keys and access devices are the property of the School District.
 - * They may only be used for official school business.
 - * Duplication, lending, or unauthorized use is strictly prohibited.
2. Responsibility
 - * I am responsible for the safekeeping of all keys and devices issued to me.
 - * I will not label keys/fobs with building names or room numbers.
3. Lost or Stolen Items
 - * If a key or device is lost or stolen, I will report it immediately to my supervisor and the District Office.
 - * I may be required to pay the cost of replacement and/or rekeying, as determined by the District.
4. Return of Keys/Devices
 - * All keys and access devices must be returned upon:
 - Termination of employment
 - Transfer to another building/position
 - Request by the District
 - * Failure to return issued items may result in withholding of my final paycheck until returned or paid for.
5. Security and Access
 - * I will ensure doors are locked when leaving secured areas.
 - * I will not use my key/device to allow unauthorized individuals into District facilities.
 - * I understand my access may be monitored and adjusted as needed.
6. Consequences for Misuse
 - * Misuse of keys or devices may result in disciplinary action, up to and including termination.

Acknowledgment

I have read and understand the above terms. By signing below, I agree to abide by this agreement and accept full responsibility for the keys and/or access devices issued to me.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____