

## **Town of New Lebanon Key Policy**

### **Signing of Form Required**

- A. Each Town official and employee will sign a form acknowledging the receipt of any and all Town keys assigned to him or her.
- B. This form will indicate the key issued, the date issued and serial number, if any.

### **Failure to Return Keys**

Any Town official or employee who fails to return Town keys within 15 days of his or her last day of service will be billed the expense of replacement key(s) and re-keying of lock(s).

If a lock must be re-keyed for any reason, all keys will be turned in to the Town Clerk within 48 hours of the locks being re-keyed. The Town Clerk will then sign out the new keys to all town officials and employees who are eligible to have keys to the new lock.

### **Town Clerk's Responsibilities**

The Town Clerk is hereby designated as the "keeper of the keys." As keeper of the keys, the Town Clerk's role is limited to providing for the efficient management and recordkeeping relating to the Town's keys, including securing all keys, issuing keys to appropriate persons, and maintaining records relating to the keys. Nothing herein shall be deemed to authorize the Town Clerk to use any keys to access buildings, rooms, or areas to which the Town Clerk does not otherwise have authority to access. In this capacity, he or she will:

- A. Sign out and collect keys.
- B. Maintain a written and/or electronic log of key assignments.
- C. Communicate to the Supervisor any reports of lost or stolen keys.
- D. Have and maintain a key to every town building and to every lock that exists on any town property or in any town building. All department heads are responsible to ensure that the Town Clerk has a copy of every key for all town buildings as well as every lock that exists for their department.