Administrative Responsibilities
It is the shared responsibility of the Vice President for Business and Finance and the Business Office Manager to review and revise this procedure.

Procedure

A. Procedural Responsibilities

1. Overall responsibility for the use of the central vault rests with the Business Office Manager.

2. The Business Office Manager is responsible for assigning space in the vault for all items that require secure storage.

3. Offices needing secure storage on a continuous basis are to submit written requests to the Business Office Manager.

4. Control of the combination and access to the vault is the responsibility of the Business Office Manager.
B. Requests for Secure Storage
Requests for secure storage on a continuous basis include:

1. The volume of material to be stored;
2. Any special handling required;
3. The names of up to three employees who are allowed to have access to the material;
4. A brief description of the material to be stored (i.e., personnel grievance records, student grade records, etc.);
5. Personal articles are not to be stored in the vault.

C. Records
Records are placed on CD-ROM or similar electronic storage, whenever possible, to conserve space.

D. Secure Items
Items that must not be viewed by Business Office personnel are locked in an appropriate container and marked on the outside with the name of the responsible office.

E. Combination
The combination to the safe is given to: the Vice President for Business and Finance, the Business Office Manager, and Business Office permanent staff.

F. Requests for Opening the Vault
Requests for opening the vault during other times than business hours is coordinated through the on-duty security officer who coordinates this request with the Business Office Manager. Normally the vault is opened only during business hours.

G. Requests for Short Term Storage
Requests for overnight or short-term storage is coordinated through the Business Office Manager.

H. Securing the Vault

1. The vault is secured at the close of business each day by the Business office staff.
2. When the vault is not in use during normal operating hours, it will be closed.

I. Off-Campus Sites

1. Any safes that are located at off-campus sites are the responsibility of the off-campus coordinators.

2. The combination is known only to persons: the County Campuses Dean, each County Campus Director and night County Campus Coordinator.

3. The County Campuses Dean is responsible for auditing these safes as required.

4. The night County Campus coordinator is responsible for ensuring that the safe is locked each night.