

Policy: Master Key System	Number: 505.01
Date Revised: 09-01-17	Supersedes: I-06
Cross Reference: N/A	Issued: 08-30-83

Locks used on Ingram State Technical College property and/or equipment should be master-keyed and must be provided to the respective campus administrator or Center/Facility Director. All employees are directed to change or have changed forthwith any locks not master-keyed. In an instance where it is not feasible for master-key access, copies of all non-mastered keys shall be given to the respective campus administrator or Center/Facility Director immediately upon use.