Key Distribution & Access Control Policy

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Purpose

Protect NTPS and RRBA property by establishing guidelines for the issuance, tracking, and safeguarding of keys and access codes.

Eligibility

Keys or codes may be issued only to:

- Current RRBA Executive Board members with program-related needs
- Committee chairs/leads as approved by the President
- Designated volunteers with direct access responsibilities
- NTPS personnel (band director, building administrator)

Students are not eligible.

Authorization & Approval

- Distribution must be approved by the RRBA President
- Records maintained by the Secretary or designee
- Keys may not be duplicated, shared, or loaned without authorization

Key Holder Responsibilities

- Maintain control at all times
- Lock spaces securely after use
- Use keys only for RRBA/band activities
- Report unsafe conditions or unauthorized entry
- Notify the President when access is no longer needed

Prohibited: personal storage, sharing, copying keys, unauthorized access

Mailbox & Storage Access

- Mailbox keys held by the President, Secretary, or approved designee
- Mail delivered promptly to Treasurer/Secretary
- Storage codes are rotated annually or when access changes
- NTPS lock and inspection policies apply
- Inventory must be recorded and updated

Lost/Stolen Keys & Return

- Report immediately to the President; notify NTPS if applicable
- Volunteer may be responsible for re-keying costs
- Keys are returned when the role ends, upon request, or for misconduct
- Key return checklist verifies accountability

Annual Audit & Enforcement

- Secretary/Treasurer audits the key distribution yearly
- Verify all keys and codes; reclaim excess or old keys
- Policy violations may result in revocation, removal from duties, reporting to administration, or financial responsibility