

INSTITUTIONAL DIRECTIVE 3-5

March 21, 2005

Title: Use of the School Vault

I. Purpose

To establish procedures for use of the school vaults.

II. Policy

It is the policy of Piedmont Technical College that storage in the school's central vault will be offered on a priority basis to all areas within the college.

III. Responsibilities

- A. Overall responsibility for the use of the central vault will rest with the Business Office Manager.
- B. The Business Office Manager will be responsible for assigning space in the vault for all items that require secure storage.
- C. Offices needing secure storage on a continuous basis will submit written requests to the Business Office Manager.
- D. Control of the combination and access to the vault will be the responsibility of the Business Office Manager.

IV. Procedures

- A. Requests for secure storage on a continuous basis will include:
 - 1. The volume of material to be stored
 - 2. Any special handling required
 - 3. The names of up to three faculty/staff members who will be 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.)
- B. Records will be placed on microfilm or microfiche or CD-ROM whenever possible to conserve space.
- C. Items that must not be viewed by Business Office personnel will be locked in an appropriate container and marked on the outside with the name of the responsible office.
- D. The combination to the safe will be given to only four (4) persons: the Vice President for Administrative Affairs, the Business Office Manager, and two (2) members of the Business Office.

Office of Responsibility: Vice President for Administrative Affairs

- E. Requests for opening the vault during other than business hours will be coordinated through the on-duty security officer who will coordinate this request with the Business Office Manager. Normally the vault will be opened only during business hours.
- F. Requests for overnight or short-term storage will be coordinated through the Business Office Manager.
- G. Personal articles will not be stored in the vault.
- H. The vault will be secured at the close of business each day by the Business office. This closure will be verified by the on-duty security officer and will be checked on each clock-round after normal operating hours.
- I. When the vault is not in use it will be closed and secured. This includes during normal operating hours.
- J. The safe located in the Campus Shop will be the responsibility of the Campus Shop manager. The combination will be known only to four persons: The Campus Shop manager, and the three (3) Campus Shop sales accounting personnel. The night sales accounting personnel will be responsible to ensure that the safe is locked each night.
- K. Any safes that are located at off-campus sites will be the responsibility of the off-campus coordinators. The combination will be known only to three persons: the college director of off-campus programs, the off-campus coordinator and the night campus coordinator. The director of off-campus programs will have the responsibility of auditing these safes as required. It is the responsibility of the night off-campus coordinator to ensure that the safe is locked each night.

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