

## KEY TRACKING LOG

Physical Plant's Key Control policy 05.120 requires Department Heads (usually through a Designated Key Control person) to track and document all key issuances, returns, custody transfers, and lost, stolen or unreturned keys within the Department, and to provide a copy of the Departments Key Tracking Log to Locksmith Services when requested. The below form is an **example** of one Department's form. Each Department should adopt a form that meets its needs and serves the tracking and documenting function appropriately.

Key	Key No.	Name	Position	Advisor	Location	Date Issued	Date Returned

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