USC Aiken uses the Best Key Lock System. The system consists of individual lock keys, sub-masters, and masters. Keys are made and managed by the Operations Department. Keys are distributed and collected by the USC Aiken Maintenance Division.

**Key Requests**

* Key Request Forms are submitted to the Operations Department.
* Proper key control is critical to campus security and keys will only be issued after receipt of a completed USCA Key Request Form with the appropriate signatures.
* Requests for individual lock keys require the signature of the individual's immediate supervisor and Department or Unit Head.
* Requests for sub-master and master keys are strongly discouraged, and require the signature of the individual's immediate supervisor and the appropriate Vice Chancellor.
* For people working directly for the Chancellor, the Chancellor's signature is required.

**Key Distribution**

* Keys being issued to full-time faculty and staff must be picked-up from and returned to the Maintenance Division at the Facilities and Auxiliary Services Building (650 Trolley Line Road, Graniteville SC) on Monday, Wednesday and Friday between the hours of 1:00 and 4:00 PM.
* The Maintenance Division will maintain a file of key request forms documenting keys issued and returned. The file will document the key number, what the key is for, who received/returned the key, the signature of the person being issued/returning the key and date, and the signature of the Maintenance Division representative validating the return.
* The full-time faculty or staff person that will be using the key must sign for the key in the log.
* Issuing Keys to students, part-time employees and adjunct faculty is strongly discouraged. However, Unit/Department Heads can request, sign for and be responsible for keys that are to be used by part-time employees and students that require a key to effectively perform their duties.
* A Unit/Department file, (like the one maintained by the Maintenance Division for full time faculty and staff), should be used to document part-time employee or student key status.
* All keys issued are subject to periodic audit.

**Key Returns**

* Keys issued to full-time faculty or staff must be returned to the Maintenance Division as a part of the checkout procedure or anytime the key is no longer required.
* Part-time employee or student keys must be returned to the issuing Unit/Department when the key is no longer required by person receiving it.
* The individual who signed for the key must return the key and sign the appropriate key return paperwork.
* Full-time faculty and staff will receive a copy of the original USCA Key Request Form with validation by the Maintenance Division representative receiving the key that the key has been returned.
* Unit/Departments should develop a similar return validation system for part-time employees and students.

**Responsibility for Key Control**

* Each individual issued a key is responsible for control of that key. Immediate supervisors are responsible to ensure subordinate keys are returned when the subordinate no longer requires them.
* Supervisors must ensure that all keys are returned to the Maintenance department.
* The Maintenance Division will maintain the hard copy key file and a computerized database.
* The Operations Department will maintain a master computerized database documenting key assignment and the overall keying system, and a key locker.
* The Operations Division will also be responsible for making and destroying keys, and for documenting those actions.

**Lost Keys**

* Lost keys must be reported to USCA Public Safety as soon as possible once the loss is discovered.
* Requests to replace lost keys must be submitted using a USCA Key Request Form with all of the originally required signatures and a detailed explanation concerning the loss.
* Lost keys will be replaced at a cost of $25.00 for each individual lock key and $50.00 each for all other keys unless an Associate Chancellor, the Vice Chancellor or the Chancellor grants a waiver.
* If a key is lost and the department/ building has to be re-keyed, then cost to re-key that building will be absorbed by the associated department.