**NATIONAL PARK SERVICE**

**Museum Key Control Policy and Procedures (Sample)**

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| **Park Name:**  [*Park*] | | **Division / Branch:**  [*Park museum branch*] | |
| **Effective Date:** | **Duration:**  Until amended or rescinded | | **Target Audience / Distribution:**  All park staff |
| **Approved by Superintendent**  (Print Name): | **Signature:** | | **Date Signed:** |

**A. Statement of Purpose:** Establish Museum Key Control Policy and Procedures (“policy”) at [*Park*] to secure park museum collections (“collections”) in storage and on exhibit. Strict key control and issuance is essential to museum security, limits risk of loss and faciltates investigation and timely recovery of stolen objects.

The Museum Key Control Policy and Procedures establishes control and issuance of keys, key cards, and alarm access code (“keys”) to structures storing and exhibiting museum collections, and to collection storage cabinets and exhibit cases in accordance with NPS Museum Security Standards (5 and 6).

**B. Keyholder Responsibilities:**

1. The park key custodian, [*name, division, title*] manages and controls key and key card issuance to all park structures.

2. The park curator, as designated custodial officer for the collection, manages and controls keys to collections storage cabinets and exhibit cases.

3. Each staff member is responsible for securing assigned keys. Keys are only to be used by authorized keyholders, and must be returned prior to departure from the park or change in duties. Keys signed out from the locking key box must be returned at the end of each day, and must not be taken off site. Immediately report a lost, stolen, broken, or compromised museum key to the supervisor, curator and park key custodian.

4. Keys are park property and may be recalled at any time. Unauthorized fabrication, duplication, possession, or use of keys is not permitted. Staff in violation may be subject to disciplinary action, including termination from employment. Non-employees, contractors, and others found in possession of unauthorized keys will have keys confiscated and may be subject to investigation by the park Physical Security Coordinator, or park or regional Chief Ranger.

**C. Secure Key Issuance and Procedures:**

**1. Collections Storage Key Issuance:** Issuance of keys to [*collections storage name/number*] is restricted to the curator [*name*] and designated museum staff with routine, hands-on collection management duty [*name(s, title(s)*] in accordance with NPS Museum Security Standard (5a). [*Park*] non-museum staff are not issued keys to collections storage, and must sign in using the NPS Visitor Log and agree to the Conditions for Access to Museum Collections, and be accompanied and monitored by the curator or designated museum staff.

See Section D: Emergency Key Access.

**2. Collections Work and Research Space Key Issuance**: Issuance of keys to collections work room [*room name/number*] and research room [*room name/number*] is restricted to the curator [*name*] and designated museum staff with routine, assigned hands-on collection management responsibility [*name(s, title(s)*]. [*Park*] non-museum staff must sign in using the NPS Visitor Log and agree to the Conditions for Access to Museum Collections, and be accompanied and monitored by the curator or designated museum staff.

**3. Furnished Historic Structure Key Issuance:** Issuance of keys to [*furnished historic structure name*] is restricted to the curator and to [*name(s), title(s)*], the minimum number of NPS staff with justified need to be issued a key in accordance with NPS Museum Security Standard (5c), as authorized by the superintendent in writing, and in consultation with the curator and Chief of Interpretation. The [*curator*] and [*museum staff name, title*] are the only staff with key and alarm code access to the [*gated*] areas where objects are on open display. The [*Chief of Interpretation name*] and [*facility manager name*] document staff and keys used to [*conduct tours, perform maintenance*].

**Figure 14.8. NPS Museum Key Control Policy and Procedures (Sample)**

**4. Exhibit Space Key Issuance:** Key issuance to [*Visitor Center name*] is restricted to the facility manager, curator, and [*name(s), title(s)*], the minimum number of non-museum staff with justified need to be issued a key.

**5. Collections Storage Cabinets and Exhibit Cases:** Curator is responsible for managing and securing and approving access to keys to collections storage cabinets and exhibit cases in a locking, electronic museum key box located in the curatorial office in accordance with NPS Museum Security Standard (6). There are [*number*] exhibit cases containing museum objects in the Visitor Center. Curator documents access using a museum key log.

**6. Key Issuance Form:**  Key issuance is strictly controlled using [*Key Issuance Form for Structures and Spaces Storing and Exhibiting Museum Collections (Figure 14.9) or equivalent*] in accordance with NPS Museum Security Standard (5e).

**7. Key Hierarchy:** Keys to collections storage rooms, furnished historic structures and other structures exhibiting collections are managed on on a [*master or sub-master*] keyway separate from all other rooms and structures, with restricted issuance and use of master and sub-master keys to collections storage and to spaces exhibiting collections in accordance with NPS Museum Security Standard (5d). Only the curator and park key custodian have the [*sub-master*] key to [*collections storage room numbers*].

**8. Lock Systems:** [*Manufacturer name*] [*type of lock system*] is the only system permitted in structures housing collections including [*collections storage name*], [*furnished historic structure name*], and [*visitor center name*]. Park and regional Physical Security Coordinators select lock system for [*furnished historic structure name*], in consultation with the historical architect advisor, Section 106 compliance officer, and curator. The curator manages locks for the fire-resistive filing cabinet for the accession book, collections storage cabinets, and exhibit cases.

**9. Locking Key Boxes:** The *park key custodian* manages and controls access to the locking, electronic key box for park structures. See Section D for emergency key boxes.

The *curator* manages and controls the locking, electronic museum key box for keys to collections storage cabinets and exhibit cases. It has a backup mechanical lock in the event of system failure. Only the curator has access to this key box. Each key is assigned a unique number and designated a specific hook.

**10. Key Inventory:** Park key custodian inventories park keys and provides curator with a listing of keys to structures storing and exhibiting collections. Curator inventories and maintains a key list in a secure, locking cabinet.

**11. Re-Keying:** Re-key structures and spaces housing collections in prioritized phases on a [*XX*]-year cycle. If a key to a structure housing collections is compromised, the PSC must notify the curator immediately. All locks associated with lost or stolen keys to spaces housing collections must be re-keyed immediately. If a collection room master, grandmaster, or core key is lost, stolen, or otherwise compromised all locks in the hierarchy must be re-keyed.

**D. Emergency Key Access**

**Append** this section to the [*Park*] Museum Collections Emergency Operations Plan and Emergency Operations Plan.

**1. Emergency Access to Collections Storage:** The [*Chief Ranger*] is the primary responder to emergency incidents, and the [*facility manager*] is the designated alternate. Emergency incidents include fire, water and flood, intruder or suspicious person, and others (see NPS *Museum Handbook* I.10.A.2: What kinds of emergency incidents are addressed in this chapter?).

Immediately notify the curator in the event of an emergency incident or security breach in collections storage. Curator will assess object damage or loss following the incident or removal of an intruder.

Unauthorized access to collections storage during times other than an emergency incident may result in disciplinary action.

**2.** **Fire Department Key Access:** A [*KnoxBox®*] emergency access key box for [*Fire Department*] first responders is located on the exterior of [*building name*] for entry during an emergency incident. It houses a key to enter each structure housing collections, includes electronic tamper switches connected to the building intrusion detection system, and is monitored and recorded by a Video Security System camera at all times. Park staff are *not* authorized to access this key box. The PSC documents and notifies the curator of attempts to access the emergency access key box.

**Figure 14.8. NPS Museum Key Control Policy and Procedures (Sample) (Continued)**