

**Key Issuance Form**  
**For Structures and Spaces Storing and Exhibiting Museum Collections (Sample)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Phone (office): \_\_\_\_\_ Phone (cell): \_\_\_\_\_  
Work E-mail: \_\_\_\_\_

<b>Keys to be issued to:</b>	<input type="checkbox"/> Collections storage	<input type="checkbox"/> Furnished historic structure	<input type="checkbox"/> Visitor center
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Key / Key Card / Alarm	Building / Room / Area / Lock
<input type="checkbox"/> Key (Key number: [     ])	
<input type="checkbox"/> Key Card	
<input type="checkbox"/> Alarm	

**CONDITIONS OF ISSUANCE**

By signing this form, the employee agrees to the NPS Museum Key Control Policy and Procedures (*MH I.14* Figure 14.8).

Employee will be issued only those keys, key card access, and/or alarm code access listed above. Possession and use of keys to is not transferable and may be revoked at any time.

Keys must be returned to the park key custodian prior to departure from park, or upon request. Lost, stolen, or broken keys must be immediately reported to supervisor, curator, and park key custodian.

Loss of or failure to return keys due to simple or ordinary neglect or gross negligence may render employee responsible for the expense of a re-key of the affected areas, as determined by a Board of Survey (NPS Personal Property Handbook #44.8.3: Referral to Survey Authority). Unauthorized use of issued keys, key card access, or alarm code access may result in disciplinary action.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Issuance Date:** \_\_\_\_\_ **Park Key Custodian Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Return Date:** \_\_\_\_\_ **Park Key Custodian Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
Cleared for Check-out

**Park Curator:** Name: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Title and Program:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Superintendent Approval**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Figure 14.9. Key Issuance Form**  
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