

NEVADA STATE PARKS KEY CONTROL SYSTEM

Region: _____
 Regional Manager: _____
 Region Facilities Key Manager: _____
 Division Key Officer: _____

<u>Description of Key</u>	<u>Change Key Level</u>	<u>Key Title</u>	<u>Quantity</u>	<u>Date Rec'd</u>	<u>Date Returned</u>

 Signature of Assignor: (Restricted authority to transfer keys) _____
 Regional Manager/Facility Key Manager/Division Key Officer Date

 Printed Name of Assignor

 Signature of Key Recipient: (authorized personnel accepting keys) _____
Date

 Printed Name of Key Recipient

Allowable Level of Key Transfer

<u>Description of Key</u>	<u>Level of Transfer</u>
Great Grand Master	Division Key Master/Division Staff
Region Master	Regional Manager/Facility Supervisor
Park Master	Park Supervisor/Park Ranger/Maintenance Staff
Change Keys**	Seasonal/Contracted personnel/Administrative and Financial Support Staff/VIP

additional level of key transfer, **with division approval only, can be requested to allow staff access to facilities to which they have assigned duties.

The holder of a key (recipient) assumes responsibility for the safekeeping of the key and its use. It is understood that the key will not be loaned or made available to persons other than the recipient. The transfer, duplication and responsibility of keys will only be granted after approval from the Division office. Unauthorized transfer or duplication of keys will be cause for disciplinary action through the current Administrator of the Division of Nevada State Parks.

Lost Keys: The key recipient that signs this document acknowledges that if they lose keys, the replacement cost for the lost key(s) is \$25.00 per key.

The original signed document shall be transferred to the Division Key Master and kept on file.
 A copy shall be kept on file at the region office.