

112-104-36. Key access list. (a) Each facility manager shall maintain a current and accurate key access list for each sensitive key or critical key. Each facility manager shall provide a copy of the key access list to the commission's director of security. The key access list shall include the following details:

- (1) The name of the key;
- (2) the storage location of the key;
- (3) the name of the custodian of the key;
- (4) the quantity of the keys;
- (5) the title of each employee authorized to remove the key; and
- (6) any escort requirements and specific limitations to key access.

(b) The custodian of duplicate keys shall maintain a key access list documenting the following information:

- (1) The name of the keys;
- (2) the identification number assigned to the key;
- (3) the employee positions that are authorized to remove a key; and
- (4) any escort requirements for each key's use.

(c) The internal control system for keys shall indicate which employees have the authority to make changes, deletions, or additions to the sensitive key and critical key access lists. (Authorized by and implementing K.S.A. 2008 Supp. 74-8772; effective Oct. 16, 2009.)