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## **BUSINESS SERVICES**

## **OPERATIONS**

## **SCHOOL DISTRICT KEYS**

Keys shall be issued to appropriate personnel from the office of the Assistant Superintendent, Business Services. Duplicates of all keys shall be kept on file. In the case of lost keys, the district may charge the individual for the cost of changing locks and any new keys required.

Legal References: Education Codes 35020, 35160, 39600

Approved: April 19, 1988

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