

Commissioner's Order 09-84

Administration

A Commissioner's Order establishing policies for possession of keys to the Government Center.

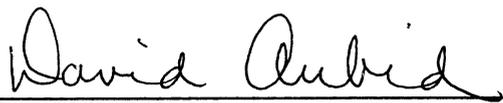
WHEREAS, the Commissioner of Administration is authorized under Band Statute 1001-MLC-1, Section 7.02 to issue any order pursuant to his lawful duty; and,

WHEREAS, the Chief Executive has directed the Commissioner of Administration to make any accounting of all persons with access to governmental facilities and to promulgate further policy with regard to a "necessity to possess" basis, through Executive Order 033 Part III.

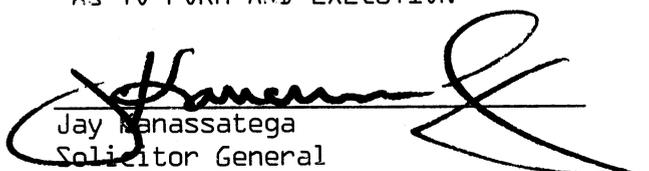
NOW THEREFORE, pursuant to the authority vested in me as Commissioner of Administration, I, David Aubid, do hereby promulgate the following policy for the possession of keys to the Government Center.

1. All keys shall have a locksmith stamp stating - "Do Not Duplicate".
2. To get a duplicate key, a person must obtain a "Duplicate Key Authorization Letter" from the Commissioner of Administration, which must be signed by the Chief Executive and the Speaker of the Assembly.
3. All people with the possession of a key, must sign a signout slip which states that if a key is lost - the cost of replacing the lock will be deducted from the employee's check.
4. Upon resignation, termination, etc. the person is to turn in all keys signed out to him/her and sign a release slip. If the keys are not turned in, the person's final check will not be released until the cost of the lock replacement is deducted from that check.

DATED, at Vineland, Minnesota this third day of May in the year one thousand nine hundred and eighty-four at 4:00 p.m.

  
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David Aubid  
Commissioner of Administration

APPROVED AND NUMBERED  
AS TO FORM AND EXECUTION

  
\_\_\_\_\_  
Jay Manassatega  
Solicitor General

Expiration Date July 31, 1984 12:00 Noon

OFFICIAL SEAL