

LOST KEY REPORT
(Prescribing Document – Security Handbook)

FROM: Supervisor Code

TO: Physical Security Office, Code 83351

CUSTODIAN OF RECORD

LAST NAME

FIRST NAME

CODE

PHONE NUMBER

LOCATION

The custodian of record for the following key(s) has advised me the key(s) cannot be located. I am satisfied that they made appropriate inquiries of co-workers and searched appropriate areas to no avail.

LIST OF LOST KEY(S)

KEY NUMBER

COPY NUMBER

BUILDING/ROOM NUMBER

CIRCUMSTANCES SURROUNDING THE LOSS

Describe the circumstances surrounding the loss:

SUPERVISOR'S ASSESSMENT

I DO I DO NOT believe circumstances require changing the lock(s) associated with the missing key(s).

SIGNATURE

DATE