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| Supersedes<br>Policy No:<br>Date:                   | <b>FLORIDA MEMORIAL UNIVERSITY</b><br><b>INFORMATION MANAGEMENT AND</b><br><b>TECHNOLOGY</b><br><br><b>POLICIES AND PROCEDURES</b> | <b>Policy No: PN0018</b><br><b>Effective Date: 06/12/01</b><br>Attachment(s): |
| <b>SUBJECT: Security – Access to IMT Facilities</b> |  |   |

Approved in Cabinet June 12, 2001

Updated 05/14

Updated 04/15

Only properly authorized persons may access IMT facilities such as network closets, storage room, machine room, telephone room and other work areas. Proper authorization is provided by IMT staff members or their designees.

Those persons who have been issued keys to obtain access to IMT facilities may not use these keys to allow other persons to access the facilities without permission from the Chief Information Officer. Keys and lock combinations may not be given to others.